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**THE HANDBOOK OF  
SOCIAL CORRESPONDENCE**



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# THE HANDBOOK OF SOCIAL CORRESPONDENCE

*Notes, Letters, and Announcements*

*for*

*Various Occasions*

BY

SARAH AUGUSTA TINTOR

AND

KATE M. MONRO

NEW YORK  
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1936

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FIRST PRINTING

## PREFACE

Every year numbers of excellent books on letter writing come from the press. These, for the most part, discuss business letters with comparatively little attention to social letter writing. This book, on the other hand, presents social correspondence and social forms entirely.

Besides personal letters and notes, announcements issued by clubs, colleges, and other organizations, as well as resolutions and memorials, have been included with the hope that these might serve as models.

Because many letter writers desire more or less definite examples to follow, according to librarians who furnish the public with such information, the authors have gathered together in convenient form and arrangement, invitations, acceptances, regrets, and notes of condolence, appreciation, and congratulation, with the hope that these may prove helpful to many seeking such material.

Acknowledgments are gratefully made to the following universities, colleges, and schools for announcements and invitations:

The American University, The University of British Columbia, University of California, The University of Chicago, Columbia University, Harvard University, University of Michigan, University of Minnesota, Northwestern University, University of Pennsylvania, Princeton University, University of Rochester, and Yale University.

Amherst College, Dartmouth College, Hastings College, Mount Holyoke College, New Jersey College for Women,

## PREFACE

College of New Rochelle, Radcliffe College, Sarah Lawrence College, State Teachers College of Harrisonburg, Virginia, Swarthmore College, United States Naval Academy, Wellesley College, and the College of William and Mary in Virginia.

Blair Academy, The Knox School, Staunton Military Academy, Worcester Academy, and The Edith McIntosh School of Music.

We also wish to express our appreciation to the following organizations for permission to use material:

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The Broadway Tabernacle, Fifth Avenue Presbyterian Church, and St. Bartholomew's Church of New York City.

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The authors have consulted the following books to verify questions of disputed usage: *The Gracious Hostess*, by Della Thompson Lutes; *Standard Etiquette*, by Anna Steese Richardson; *Etiquette*, by Emily Post; *The Cyclopaedia of Social Usage*, by Helen L. Roberts; *Titles and Forms of Address: A Guide to Their Correct Use*, published by A. & C. Black,

## PREFACE

Ltd.; *Debrett's Peerage, Baronetage, Knightage, and Companionage; Get It Right!* by John B. Opdycke; and *Social Washington* by Anne Squire.

SARAH AUGUSTA TAINTOR  
KATE M. MONRO



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## CHAPTER I

THE ART OF LETTER WRITING



## CHAPTER I

### THE ART OF LETTER WRITING

If one should ask what type of writing is most often done by people today, he would undoubtedly be told some form of social correspondence. Occasions arise constantly when the writing of a social note assumes an importance, sometimes even greater than that of the long letter to absent friends.

Letter writing has often been called a lost art, apparently for the reason that the modern world does not spend so much time in filling reams of paper as did, for instance, the great letter writers of the eighteenth century, sometimes called the "letter-writingest" of ages.

We know now that it really never has been a lost art, despite what critics of the present and devotees of the glories of the past have said. Just as interesting and graphic letters as those held up as models of the epistolary art have been written since that time and are written now. We have only to read in the biographies of men and women of the late nineteenth century and in the published volumes of letters of our own time, to find some affording as much pleasure and interest as those of the past masters of the art. Sometimes they entertain us more, for they are nearer to us.

Of course, we shall always find in the letters of Mme. de Sévigné, the most brilliant letter writer of the court of Louis XIV, a charm and grace distinctly hers and that of her time. We are immensely amused in reading Jane Carlyle and laugh at her keen wit and entertaining comments. We feel there will never be another Charles Lamb whose unique letters

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reveal his own interesting personality, as well as his unmatched skill as a letter writer.

Yet, even in these days of telephone, radio, and air mail, when communication is unbelievably swift, letter writing is far from being a lost art. To be sure, the mails carry many insignificant letters, just as the stagecoaches did of old. But they also carry letters and notes to friends and family worthy "to be passed around" because of their sheer interest and individual charm.

Letters of the present are not often published owing to their personal nature or the reticence of the writers. We have all received letters, however, that called forth our praise and made us exclaim, "What a good letter this is! How charmingly it is written!" or, "What a perfect note! I wish I could write like that!"

Today there seems to be a desire to write gracefully and entertainingly to our friends, and even to spend more time in writing to our family when we are away from them. Whether it is the long letter or the short note, it must express the best that is in us, and conform to the canons of good taste and correctness.

This is a social age, an age when everyone at some time or other entertains or is entertained. In Washington, matters of government are often discussed at dinners; in the great cities, problems of finance, welfare, and education are talked over at luncheons; in the smaller cities, towns, and villages, women chat socially over the tea table. With the gradual return of better economic conditions, sociability is increasing and social affairs are numerous. Probably the time is not far off when every community will have a "social season" of its own. Because of the increasing social life with the many opportunities for entertainment and hospitality, everyone should know how to write the social letter and the social note befitting the occasion.

Letters make and keep friendships; they bring to our doors invitations, acceptances, and regrets; they carry congratula-

## THE ART OF LETTER WRITING

tions and greetings; they express our appreciation for gifts and favors; they make our apologies; they state announcements; they bear sympathy where it is most needed. Indeed, there is hardly an occasion when we do not gratefully turn to the letter as a means of expressing our feelings, opinions, and decisions.

Social letter writing may be a delightful pastime. Many find it so today, for it offers an opportunity to say pleasantly what we wish to do, or what we think or feel. It is an agreeable way of spending our leisure time. We chat on paper with friends far and near, or we listen to them as they talk to us.

William Cowper, whose letters were called "divine chit-chat," declared, "A letter may be written on anything or nothing, just as anything or nothing may chance to occur." We realize how true this is when we read from the white page of a friend's note a fancy, spun whimsically or gracefully with no other intention than to please.

Henry James said that the best letters seemed to him the most delightful of all written things if they possessed real charm. That quality in letter writing, we may say, resembles the charm described by Maggie in *What Every Woman Knows*:

Charm—oh, it's a sort of bloom on a woman. If you have it, you don't need to have anything else; and if you don't have it, it doesn't matter much what else you have.

So it is with letters and notes. What makes them delightful and appealing is not always the message, highly pleasing and acceptable as it may be. It is often the manner and the style in which that message is written.

John Hay once praised William Dean Howells, who was an incomparable writer of graceful notes, for his "impossibly happy way of saying everything." How fine it would be if our notes revealed that same "impossibly happy" manner of expression!

The social note, as well as the friendly letter, has a person-

## HANDBOOK OF SOCIAL CORRESPONDENCE

ality of its own, and should be written in accordance with the dictates of good taste and correct English. To be able to write interesting social notes and letters is an accomplishment earnestly to be desired.

## **CHAPTER II**

### **THE LETTER PICTURE**



## CHAPTER II

### THE LETTER PICTURE

#### CORRECT STATIONERY

Today, fortunately, stationery of good quality and attractive appearance is generally used. In this country it is so inexpensive, so extensively advertised, and so widely sold, that one naturally buys it. A few suggestions, however, may not be amiss.

Ruled lines, gilt edges, glaring ornamentation are always objectionable. Unusual shapes, vivid colors, and striking monograms may be allowable for youthful correspondents, but white, gray, or cream-colored paper with or without monogram or address is generally preferred by women of taste, while men, as a rule, use white or gray paper with or without the address.

For formal correspondence heavy white paper is correct and only the first page is written upon. Engraved cards are used for many types of invitations such as At Homes, Teas, Dinners, and Dances. Answers to formal invitations must be written by hand on note paper and should follow the spacing of the invitation and cover only the first page of the paper.

Informal or semiformal invitations to Bridges, Teas, or Informal Dances are often written on visiting cards. Answers, of course, if required, should be written on note paper.

#### METHODS OF PAGING NOTES AND LETTERS

The paging of notes and letters may vary. Informal notes and letters usually follow the paging as in a book; they may

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be written on pages one and four, with the inside pages turned sideways and used as one; or they may be written on pages one and three and sideways on two and four. For a four-page note or long letter the correspondent will probably appreciate the writer's using the paging as in a book. Searching for the next page is always an exasperation to a reader. As one naturally turns a letter as he would a book, that seems the logical way to write it. If, however, the letter covers only two pages, then writing on one and four, or one and three, may give the best appearance.

For a three-page letter many writers prefer to use pages one, three, and crosswise on two, instead of following the sequence of pages.

### FOLDING THE LETTER

Folding the paper should be carefully done so that the edges shall come together neatly. In folding a page in half, the first page should be on the inside with the address facing the flap of the envelope.

What a different impression the carelessly written note makes from the one penned on good paper, with attention to details of paging and folding, to correct form in placement of letter parts, to writing that makes for an attractive letter picture!

### FORMS FOR SOCIAL NOTES AND LETTERS

In social notes, as well as in business letters, the letter picture should be carefully planned. A margin, like a frame for a picture, should surround the letter on its four sides. This margin will depend on the length of the letter and on the size of the paper.

### FORMS FOR HEADINGS

At the upper right-hand corner may be placed the inside address and the date. Indented form with closed or open

## THE LETTER PICTURE

punctuation is usually preferred in social notes. Some authorities, however, permit block form with open punctuation in semiofficial notes.

Indented form with closed punctuation:

277 Park Avenue,  
New York, N. Y.,  
March 14, 1936.

Indented form with open punctuation:

277 Park Avenue  
New York, N. Y.  
March 14, 1936

Block form with open punctuation:

277 Park Avenue  
New York, N. Y.  
March 14, 1936

On stationery containing an address, the date is placed at the right to form the marginal line.

Beach Park  
Clinton, Conn.

February 2, 1936

In social notes the address and date may be placed as in a letter or may be written at the lower left-hand corner. In the latter case, the name of the city or town is often omitted if this is known to the correspondent, and the day, instead of the date, may be used.

## HANDBOOK OF SOCIAL CORRESPONDENCE

Old Chester Road,  
Scarsdale, N. Y.,  
May 12, 1936.

Dear Mrs. Allison,

---

---

---

---

Yours sincerely,  
Celia B. Fiske

*or*

Dear Mrs. Allison,

---

---

---

---

Yours sincerely,  
Celia B. Fiske

Old Chester Road  
Tuesday afternoon

### INSIDE ADDRESS

In friendly letters the inside address, which usually precedes the salutation in business letters, is omitted; but in official and semiofficial letters, such as those written from one official to another or from a secretary of a club to a prospective speaker, the inside address may precede the salutation or, as is more usual, it may be placed beneath the letter at the lower left-hand corner.

## THE LETTER PICTURE

4 Avondale Road,  
Cooperstown, N. Y.,  
May 10, 1936.

My dear Senator \_\_\_\_\_:

-----  
-----  
-----

Yours sincerely,

\_\_\_\_\_

Senator \_\_\_\_\_,  
The Senate,  
Washington, D. C.

*or*

4 Avondale Road  
Cooperstown, N. Y.  
May 10, 1936

Senator \_\_\_\_\_  
The Senate  
Washington, D. C.

My dear Senator \_\_\_\_\_:

-----  
-----  
-----

Yours sincerely,

\_\_\_\_\_

In semiofficial letters the indented style with either open or closed punctuation is commonly used although the block style with open punctuation is permissible. Formerly the block style was used only in typewritten letters relating to business,

## HANDBOOK OF SOCIAL CORRESPONDENCE

but it is gaining ground in letters of an official nature. It is almost never used in handwritten letters.

Indented style with closed punctuation:

Mrs. H. R. Seton,  
Washington Street,  
Middletown, Conn.

Indented style with open punctuation:

Dr. Charles Scudder  
Watch Hill  
Rhode Island

Block style with open punctuation:

Miss Dorothy Post  
Mount Holyoke College  
South Hadley, Mass.

### SALUTATION

In the salutations of informal social letters and notes a comma may follow the name or punctuation may be entirely omitted.

Dear Miss Johnson,  
Dear Jim,  
Dear Molly

In the salutations of social letters and notes of a more formal type a colon is used or punctuation may be entirely omitted.

Dear Dr. Edwards:  
Dear President Conant:  
Dear Professor O'Brien  
My dear Mr. President

*My dear Mr. ——* is considered in this country more formal than *Dear Mr. ——*. It is used, for instance, in salutations to high officials of the government.

## THE LETTER PICTURE

### COMPLIMENTARY CLOSE

Punctuation following the complimentary close depends on punctuation following the salutation. If punctuation is omitted there, it should also be omitted after the complimentary close.

In social letters and informal notes the usual forms for the complimentary close are the following:

Yours sincerely,  
Yours affectionately,  
Yours lovingly

Affectionately,  
Lovingly,  
Faithfully

### SIGNATURES

Placement of signatures should correspond to the style of the heading or of the inside address.

The signature itself should be written as the person ordinarily signs his or her name except in very informal notes and letters to friends accustomed to calling one by a first name or by a nickname. In such cases, one should sign the name by which he is addressed by the correspondent. Often the friendly tone of a letter to an old friend is spoiled by the signature of the full name. It is as though one were talking to an old friend always addressed as Bill, who suddenly says, "I am now William Canfield Carpenter."

### TYPEWRITTEN LETTERS

The question frequently arises as to whether personal letters should always be written by hand or whether they may be written by the more convenient method of the typewriter. Because business has adopted the typewriter for its letters, it has been thought a breach of good taste to employ it in social letter writing.

At present, however, there is a decided change in favor of the typewritten letter. Those who have many personal letters to write find that the typewritten letter loses nothing of per-

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sonality and interest and gains decidedly in legibility and neatness.

Writing letters on the typewriter makes one more careful about spelling and punctuation, as well as the arrangement of the letter on the page.

It is safe to say that it will not be long before the personal typewritten letter will be largely a matter of course for those who can type, and it is certain to be gratefully received.

Formal social notes are always written by hand.

## **CHAPTER III**

### **TITLES AND THEIR USE IN CORRESPONDENCE**



## CHAPTER III

### TITLES AND THEIR USE IN CORRESPONDENCE

Titles and their use in letters often form delicate questions. It is not always a simple matter to use them correctly. Sometimes the problem is complex, and one does not know which title to select. One should, however, be extremely careful to know the accepted usage concerning them.

#### PERSONAL TITLES

Personal titles do not offer much difficulty, yet sometimes questions arise even about them.

The title *Mr.*, in the United States, is generally used in all types of social notes to precede the name of a man who has no other title. Sometimes it is preferred even when he is entitled to the use of another.

The title *Esquire* (*Esq.*) is sometimes used in this country with the names of men who have no other title. It is always abbreviated in form and follows the name.

John Roberts, Esq.

In England it has a still wider use as shown by the following statement: (*See pp. 53, 54, 56.*)

The almost universal use of this title for every man who cannot claim a higher one persists in spite of protests and objections from those who are really entitled to it. The rule

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has established itself that it is positively rude to address an envelope to anyone above the rank of working man as Mr.<sup>1</sup>

The personal titles of women sometimes present complex situations. An unmarried woman is addressed as *Miss* in social notes, unless it is preferred, in certain circles, to use the professional title. Her signature is *Mary Eldridge*. If on certain occasions she needs to indicate her title, she prefixes to her name the word *Miss* in parentheses; as,

(*Miss*) Mary Eldridge

A married woman signs herself by her own name; as,

Harriet L. Wentworth

If she wishes to indicate her title, she may write *Mrs.* in parentheses before her name; as (*Mrs.*) *Harriet L. Wentworth*, although Emily Post declares:

Mrs. must never—socially—be prefixed to a woman's first name, except possibly, in business and it is not best form even in business.

If she desires to indicate her husband's title, as is done in social correspondence, she writes her title below her own name:

Harriet L. Wentworth

(*Mrs. Robert Wentworth*)

A widow is still addressed by her husband's title; as, *Mrs. Alvin Hubbard*, instead of *Mrs. Lorraine Hubbard*, although, of course, she signs her name *Lorraine Hubbard*.

A divorced woman may not use her former husband's title. She may legally retain his last name or assume her own maiden name. She is sometimes addressed as *Mrs. Julia Lan-*

<sup>1</sup> *Titles and Forms of Address.*

## TITLES AND THEIR USE IN CORRESPONDENCE

*don* or *Miss Julia Mason* (maiden name), or, as is usual in society, she is addressed as *Mrs. Mason Landon*.

Some women prefer, for professional or other reasons, to retain their maiden names after their marriage. This privilege is accorded them by the *Lucy Stone Act*. In such cases, in addressing correspondence to them, one would follow personal preferences.

### PROFESSIONAL TITLES

A doctor of medicine in this country is addressed by his professional title, which is abbreviated, except in formal invitations when the title is written out. (*See p. 22.*)

In academic circles, men are commonly addressed by their titles, such as *President*, *Professor*, *Doctor*, *Dean*, unless there is an established usage to the contrary in a given college community. In formal notes, the personal title *Mr.* is often preferred.

In cases where one is both a professor and doctor, except of medicine, it is acceptable to address him in social notes as *Professor*, rather than as *Doctor*. In this country, the degree does not commonly follow the name when a professional title precedes it; as,

Professor James Blake, Ph.D.

This is, however, used in other countries.

In the United States, an envelope to enclose a social note to such a man is addressed:

Professor James Blake

Whatever degree of professorship one holds, whether *Assistant Professor*, *Associate Professor*, or any other, he is always addressed in writing as *Professor*. If a man holds only a doctor's title, he is addressed as,

Dr. James Blake

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The same is true of a woman holding the title *Doctor*; as,

Dr. Jane Westenbrook

Of course, one never uses for one individual two titles meaning the same; as,

Dr. James Blake, M.D.

*or*

Dr. James Blake, Ph.D.

The degree should be omitted, and the name written:

Dr. James Blake

*or*

James Blake, M.D.

James Blake, Ph.D.

A woman who is both a professor and a doctor is addressed in the same manner as a man holding those titles. Academically, the title *Professor* is preferred; as,

Professor Mary McPherson

On social occasions the personal title *Miss* or *Mrs.* is often preferred.

Honorary degrees, such as *LL.D.*, *Litt.D.*, *L.H.D.*, etc., are frequently conferred on men and women in compliment for distinguished work, service, or achievement. Such titles are not generally used in formal or informal correspondence. The titles *Mr.*, *Mrs.*, or *Miss* are usually preferred.

*President* and *Professor* should not be abbreviated in social notes.

The title *President* in academic use may be used with or

## TITLES AND THEIR USE IN CORRESPONDENCE

without the name of the head of a college or university. Invitations are often issued as follows:

The President of \_\_\_\_\_ University  
and Mrs. \_\_\_\_\_

At Home

On Thursday the Twenty-sixth of October  
From four until seven o'clock

President's House

Social notes to the president of a college or of a university may be addressed as follows:

The President of \_\_\_\_\_ College

or

President \_\_\_\_\_ (two names)

The letter salutation is *My dear President* \_\_\_\_\_ (*last name*).

The title *Dean* may be used in the same way as *President*; as,

The Dean of \_\_\_\_\_ College

or it may be used with the name itself; as,

Dean \_\_\_\_\_ (two names)

Dean \_\_\_\_\_ (*last name*)

The letter salutation is *My dear Dean* \_\_\_\_\_ (*last name*).

In the case of a woman dean, the same usage obtains, except that in social invitations or notes unconnected with academic occasions, the personal title *Miss* or *Mrs.* may be preferred.

## HANDBOOK OF SOCIAL CORRESPONDENCE

A college instructor, lecturer, tutor, or teacher who has no doctor's degree is addressed as *Mr.*, *Miss*, *Mrs.*, according to the individual. No degrees below the doctorate, such as *B.A.* or *M.A.*, are used in correspondence.

In some communities it is customary to attach a higher title, such as *Professor*, to that of the principal of a secondary school. This is not correct usage, as the title belongs only to a college or university teacher. He may be addressed as *Principal Melvin Wright*. A better usage would be *Mr. Melvin Wright*. The headmaster of a school uses his title in formal notes; as,

Headmaster —————— (*two names*)

### USAGE FOR PROTESTANT AND JEWISH CLERGY IN THE UNITED STATES OF AMERICA

#### *A Protestant Episcopal Bishop.*

Envelope:                  To the Right Reverend ——————  
                                    Bishop of New York

Salutation:                  My dear Bishop ——————:

Dear Bishop ——————,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

#### *A Dean of a Cathedral.*

Envelope:                  Dean ——————

*or*

The Very Rev. Dean ——————

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation:      My dear Dean ——:

*or*

Dear Dean ——,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

### *A Methodist Episcopal Bishop.*

Envelope:      The Reverend Bishop —— ——

Salutation:      My dear Bishop ——:

*or*

Dear Bishop ——,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

### *Other Clergymen.*

Envelope:      The Reverend —— ——

*or*

The Rev. Dr. —— —— (if entitled  
to a degree)

*or*

The Rev. —— ——, D.D.

Salutation:      My dear Mr. ——:

*or*

Dear Mr. ——,

*or*

Dear Dr. ——,

## HANDBOOK OF SOCIAL CORRESPONDENCE

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

*A Jewish Rabbi.*

Envelope: Rabbi \_\_\_\_\_

*or*

The Rev. \_\_\_\_\_, D.D.

Salutation: My dear Dr. \_\_\_\_\_:

*or*

Dear Rabbi \_\_\_\_\_,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

The title *Reverend* is an adjective, not a noun, and must, therefore, always be used with a given name or initials on the envelope or in writing the inside address; as,

The Rev. John L. Adams

*or*

Rev. J. L. Adams

*not*

Rev. Adams

It is permissible, however, in referring to a clergyman, in the body of a letter, to write

Rev. Mr. Adams

*or*

Rev. Dr. Adams

although it is considered better form to use the given name with the title in even such a reference.

## TITLES AND THEIR USE IN CORRESPONDENCE

Other academic titles, which do not have the significance of *Reverend*, may be used with it. The following are correct uses of *Reverend*:

Rev. John Adams  
The Rev. John Adams  
The Rev. John Adams, D.D.  
The Rev. Dr. John Adams  
The Rev. President John Adams  
The Rev. Professor John Adams  
The Very Rev. Dean John Adams  
The Right (Rt.) Rev. John Adams (Bishop)  
The Most Rev. John Adams (Archbishop)  
The Very Rev. John Adams (Monsignor)  
The Rev. Mother Superior  
The Rev. Father John Adams  
The Rev. Martha Simpson

The titles *Reverend* and *Doctor* are usually abbreviated, but are often spelled out in formal use. *Reverend* is not used in the salutation. Where there is no other title, the salutation is *Dear Mr. ——*.

## USAGE FOR OFFICIALS OF THE ROMAN CATHOLIC CHURCH

### *The Pope.*

Envelope:                    His Holiness, Pope Pius XI  
                                    or  
                                  His Holiness, the Pope

Salutation:                 Your Holiness:  
                                    or  
                                  Most Holy Father:

Complimentary Close: Your dutiful son (*or* daughter),  
                                    or

Respectfully yours,

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### *A Cardinal.*

Envelope: His Eminence Patrick Cardinal Hayes

Salutation: Your Eminence:

Complimentary Close: I have the honor to remain,  
Your humble servant,

*or*

Respectfully yours,

*or*

Sincerely yours,

### *An Archbishop.*

Envelope: The Most Reverend Thomas Brown, D.D.

Salutation: Your Excellency:

Complimentary Close: I have the honor to remain,

Respectfully yours,

*or*

Sincerely yours,

### *A Bishop.*

Envelope: The Right Reverend John J. Dunne, D.D.

Salutation: Your Excellency:

Complimentary Close: I have the honor to remain,

Sincerely and respectfully yours,

*or*

Respectfully yours,

## TITLES AND THEIR USE IN CORRESPONDENCE

### *A Monsignor.*

Envelope:                  The Right Reverend Monsignor ——

Salutation:                  My dear Monsignor:  
                                    *or*  
                                    Dear Monsignor,

Complimentary Close:   Respectfully yours,  
                                    *or*  
                                    Sincerely yours,

### *A Priest.*

Envelope:                  The Reverend James E. Odell  
                                    *or*  
                                    The Reverend Father Odell

Salutation:                  Dear Father Odell,  
                                    *or*  
                                    Dear Father,

Complimentary Close:   Respectfully yours,  
                                    *or*  
                                    Sincerely yours,

## USAGE FOR MEMBERS OF RELIGIOUS INSTITUTIONS

### *Superior of a Sisterhood.*

Envelope:                  Reverend Mother —— (followed by initials designating order, if desired)  
                                    *or*

                                    Reverend Mother Superior —— (without initials of order)

## HANDBOOK OF SOCIAL CORRESPONDENCE

Salutation:            My dear Reverend Mother:

*or*

Dear Reverend Mother,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

### *Member of a Sisterhood.*

Envelope:            Sister Mary Angela (followed by initials of order, if desired)

Salutation:            My dear Sister Angela:

*or*

Dear Sister Angela,

Complimentary Close: Sincerely yours,

### *Superior of a Brotherhood.*

Envelope:            The Rev. Brother \_\_\_\_\_ (followed by initials of order, if desired)

Salutation:            My dear Reverend Brother \_\_\_\_\_:

*or*

Dear Brother \_\_\_\_\_,

Complimentary Close: Respectfully yours,

*or*

Sincerely yours,

### *Member of a Brotherhood.*

Envelope:            Brother \_\_\_\_\_ (followed by initials of order, if desired)

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation: Dear Brother ——,

Complimentary Close: Sincerely yours,

### GOVERNMENT TITLES

Titles for officials in Washington are fixed by established usage. The highest are addressed in social correspondence by their titles rather than by their names.

#### *The President.*

Envelope: The President  
The White House

Salutation: My dear Mr. President: (formal)  
*or*  
Dear Mr. President (social)

#### *The President's Wife.*

Envelope: Mrs. —— (*last name*)  
The White House

Invitations including his wife are addressed:

The President  
and  
Mrs. —— (*last name*)

#### *An Ex-President.*

Envelope: The Hon. —— ——

Salutation: My dear Mr. ——:

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *The Vice President.*

Envelope:                   The Vice President

Salutation:                 My dear Mr. Vice President:

If an invitation includes his wife, it is addressed:

    The Vice President

    and

    Mrs. ——— (*last name*)

### *Members of the Supreme Court of the United States.*

#### *The Chief Justice.*

Envelope:                   The Chief Justice

Salutation:                 My dear Mr. Chief Justice:

Invitations including his wife are addressed:

    The Chief Justice

    and

    Mrs. ——— (*last name*)

#### *Associate Justices.*

Envelope:                   Mr. Justice ——— (*last name*)

Salutation:                 My dear Mr. Justice:

Invitations including an Associate Justice's wife are addressed:

    Mr. Justice and Mrs. ——— (*last name*)

## TITLES AND THEIR USE IN CORRESPONDENCE

### *Foreign Ambassadors.*

Envelope: H. E.<sup>1</sup> The Ambassador of —— (*name of Embassy*)

Salutation: My dear Mr. Ambassador:

*or*

Your Excellency:

Wives of ambassadors are addressed as *Mrs.* ——, *Mme.* ——, or by personal titles if they possess them; as, *Lady Lindsay*.

Invitations including the wife of an ambassador are addressed:

T. E.<sup>2</sup> the Ambassador of —— (*name of Embassy*)  
and

Mme. —— (*last name*)  
*or*

Lady —— (*last name*)

### *Foreign Ministers.*

Envelope: The Honorable —— ——  
Minister of —— (*name of Legation*)

Invitations including his wife are addressed:

The Minister of —— (*name of Legation*)  
and

Mme. —— (*last name*)

<sup>1</sup> His Excellency.

<sup>2</sup> Their Excellencies.

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *American Ambassadors.*

Envelope:                    His Excellency,  
                                  The American Ambassador to ——  
                                  or  
                                  The Hon. —— ——,  
                                  The American Ambassador to ——

Salutation:                 My dear Mr. Ambassador:  
                                  or  
                                  Your Excellency:

### *Chargé d'Affaires.*

The Chargé d'Affaires, who, as the name suggests, represents the embassy or legation in the absence of its chief, is addressed by his title in formal correspondence:

The Chargé d'Affaires of —— (*name of Embassy or Legation*).

Diplomats below the rank of Ambassadors, Ministers, and Chargés d'Affaires are addressed by their own names with personal titles.

### *American Consuls.*

Envelope:                 John Blake, Esq.

Salutation:                Dear Mr. Blake:

### *Members of the Cabinet.*

Envelope:                 The Honorable  
                                  The Secretary of the Navy  
                                  or  
                                  The Honorable —— ——,  
                                  Secretary of the Navy

The Honorable  
The Postmaster General

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation:            My dear Mr. Secretary:

                        My dear Mr. Postmaster General:

Invitations including the wives of these officials are addressed:

                        The Secretary of the Navy

                        and

                        Mrs. ——— (*last name*)

                        The Postmaster General

                        and

                        Mrs. ——— (*last name*)

### *A Woman Cabinet Member.*

Envelope:            The Honorable  
                            The Secretary of Labor

Salutation:           My dear Madam Secretary:

*Senators.*

Envelope:            Senator ———

                        or

                        The Honorable ——— ———

Salutation:           My dear Senator ———:

Invitations including the Senator's wife are addressed:

                        Senator and Mrs. ——— (*last name*)

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *House of Representatives.*

#### *The Speaker of the House of Representatives.*

Envelope:                   The Honorable  
                                 The Speaker  
                                 of the House of Representatives

Salutation:                 My dear Mr. Speaker:

#### *Members of the House of Representatives.*

Envelope:                 Hon. or The Hon. —— ——

Salutation:                 My dear Mr. ——: (*last name*)

Invitations including wives of Representatives are addressed:

    The Hon. and Mrs. —— —— (*two names*)

The title *Hon.* must always be used with two names; as,  
*The Hon. Thomas Blank*, not *Hon. Blank*.

A woman Representative is addressed as *The Hon. Mary Blanchard*. By preference, socially, she may be addressed by her personal title of *Mrs. John Blanchard* or, if unmarried, *Miss Julia Martin*.

Salutation:                 My dear Mrs. (or Miss) ——:

### *Undersecretary.*

Envelope:                 The Undersecretary of State

Salutation:                 My dear Mr. Undersecretary: (formal)

                                 My dear Mr. ——: (social)

The title *Honorable* should be used in addressing the following: ex-Presidents, Governors, Cabinet Officers, Senators,

## TITLES AND THEIR USE IN CORRESPONDENCE

Congressmen, American Ambassadors, American Ministers, the Secretary to the President, Assistant Secretaries of the Executive Departments, Judges (not of the Supreme Court), Heads of the Independent Boards of Commissioners, Mayors of cities. (*Government Usage.*)

### *Governors.*

Envelope: His Excellency the Governor of ——  
(name of State)

*or*

The Hon. —— —— (*two names*)  
Governor of —— (*name of State*)

Salutation: My dear Governor ——: (*last name*)

### *Lieutenant Governors.*

Envelope: The Hon. —— —— (*two names*)  
Lieutenant Governor of —— (*name  
of State*)

Salutation: Dear Governor ——:

### *State Senators.*

Envelope: The Honorable —— ——  
*or*  
Senator —— (*last name*)

Salutation: Dear Senator ——:

### *Members of Assembly.*

Envelope: The Honorable —— ——

Salutation: Dear Mr. ——: (*last name*)

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Mayors.*

Envelope: His Honor the Mayor of \_\_\_\_\_ (*name of city*)

*or*

The Hon. \_\_\_\_\_  
Mayor of \_\_\_\_\_

*or*

Mayor \_\_\_\_\_

Salutation: My dear Mr. Mayor:

*or*

My dear Mayor \_\_\_\_\_: (*last name*)

While there are few women mayors in the United States, yet the time may not be far off when there will be a greater number. In the meantime it would be well to consider how such officials might be addressed. In the event of the election of a woman mayor, probably the same usage governing the title of a man would obtain:

*Your Honor* in conversation and *Her Honor* in the third person.

Envelope: Her Honor the Mayor of Extown

*or*

The Hon. Katherine Moreland  
Mayor of Extown

*or*

Mayor Katherine Moreland

Salutation: My dear Madam Mayor:

*or*

Dear Mayor Moreland:

## TITLES AND THEIR USE IN CORRESPONDENCE

### *The Army and the Navy.*

The rank of Army and Navy officials is as follows:

| <i>The Army</i>    | <i>The Navy</i>         |
|--------------------|-------------------------|
| Lieutenant         | Ensign                  |
| Captain            | 1st Lieutenant          |
| Major              | Lieutenant Commander    |
| Lieutenant Colonel | Commander               |
| Colonel            | Captain                 |
| Brigadier General  | Rear Admiral (2nd List) |
| Major General      | Rear Admiral (1st List) |
| Lieutenant General | Vice Admiral            |
| General            | Admiral                 |

In addressing letters and notes to all officers of the Army except *Lieutenants*, the title and last name only are used.

Capt. ——  
Lieut. Colonel ——  
Brigadier General ——  
General ——

The title in the salutation, however, for Generals of whatever rank, is *My dear General* ——, rather than *My dear Brigadier General* ——. The title in the salutation for Colonels of either grade is *My dear Colonel* ——, rather than *My dear Lieut. Colonel* ——.

In addressing letters and notes to all officers of the Navy except *Ensigns*, *Lieutenants*, and *Commanders*, the title and last name only are used.

Capt. ——  
Rear Admiral ——  
Admiral ——

The title in the salutation of all ranks of Admirals is the same. *My dear Admiral* ——, rather than *My dear Rear Admiral* ——.

## HANDBOOK OF SOCIAL CORRESPONDENCE

In addressing letters to Army and Navy officers below the rank of Captain, the title is used only on the envelope.

Lieutenant ——

Ensign ——

Lieut. Commander ——

The letter salutation is, however, *Dear Mr.* ——.

Officers of the Medical Department of the grade of Captain and above are addressed by their military titles (*Captain, Major, etc.*). Lieutenants are addressed as *Doctor*.

Chaplains are addressed as *Chaplain* regardless of their grade.

Cadets of the United States Military Academy are addressed by the title *Mr.* socially and in conversation, and as *Cadet* officially and in written communication; as, *Cadet* —— ——. The salutation is *Dear Mr.* ——.

Ensigns of the Naval Academy at Annapolis are addressed officially as *Ensign* ——. The salutation is *Dear Mr.* ——.

Noncommissioned officers are addressed by their titles.

### USAGE IN ADDRESSING IN CORRESPONDENCE MEMBERS OF ROYALTY AND OF THE NOBILITY OF GREAT BRITAIN

#### *King.*

Envelope: To The King's Most Excellent Majesty

Salutation: Sir,

*or*

May it please Your Majesty,

Complimentary Close: I have the honour to remain,  
Your Majesty's most obedient servant,

#### *Queen.*

Envelope: To The Queen's Most Excellent Majesty

## TITLES AND THEIR USE IN CORRESPONDENCE

**Salutation:** Madam,

or

May it please Your Majesty,

**Complimentary Close:** Same as King's

Prince of Wales.

Envelope: To His Royal Highness The Prince of Wales

**Salutation:** Sir,

*or*

May it please Your Royal Highness,

Complimentary Close: I remain, Sir,  
Your Royal Highness's most dutiful and  
obedient servant,

### *Royal Prince and Royal Princess.*

Envelope: To His (Her) Royal Highness  
The Prince \_\_\_\_\_ (Princess \_\_\_\_\_)

**Salutation:** Sir, (Madam,)

or

May it please Your Royal Highness

Complimentary Close: Similar to that of the Prince of Wales

### *Royal Duke and Royal Duchess.*

Envelope: To His (Her) Royal Highness The Duke  
(Duchess) of York

**Salutation:** Sir, (Madam,)

or

May it please Your Royal Highness,

## HANDBOOK OF SOCIAL CORRESPONDENCE

Complimentary Close: I have the honour to be, my Lord Duke,  
Your Grace's most obedient and humble  
servant,

*Duke.*

Envelope: To His Grace The Duke of ——, K.G.  
*or*

To The Duke of ——, K.G.

Salutation: My Lord Duke, (formal)

Dear Duke of ——, (social)  
*or*

Dear Duke, (social)

Complimentary Close: I remain,

Your Grace's most obedient servant,  
(formal)

Believe me, dear Duke,  
Very faithfully (*or* sincerely) yours,  
(social)

*Duchess.*

Envelope: To Her Grace The Duchess of ——  
*or*

To The Duchess of ——

Salutation: Madam, (formal)

Dear Duchess of ——, (social)  
*or*

Dear Duchess, (social)

## TITLES AND THEIR USE IN CORRESPONDENCE

Complimentary Close: I remain, Madam,  
Your Grace's most obedient servant,  
(formal)

Believe me, dear Duchess,  
Very sincerely (*or* faithfully) yours,  
(social)

### *Dowager Duchess.*

Envelope: To Her Grace The Dowager Duchess of ——  
*or*

To Her Grace Sarah, Duchess of ——

Salutation: Madam, (formal)

Dear Duchess of ——, (social)

*or*

Dear Duchess, (social)

Complimentary Close: I remain, Madam,  
Your Grace's most obedient servant,  
(formal)

Believe me, dear Duchess,  
Yours very faithfully (*or* sincerely),  
(social)

### *Eldest Son of Duke.*

Takes the title of Marquess.

### *Daughters and Younger Sons of Dukes.*

Envelope: To The Lady Joan ——

To The Lord John ——

## HANDBOOK OF SOCIAL CORRESPONDENCE

Salutation:            My Lady, (formal)  
                          Dear Lady Joan ——, (social)  
                            or  
                          Dear Lady Joan, (social)  
                          My Lord, (formal)  
                          Dear Lord John ——, (social)  
                            or  
                          Dear Lord John, (social)

Complimentary Close: I have the honour to remain, my Lady (*or* Madam), my Lord (*or* Sir), Your Ladyship's (your Lordship's) obedient servant, (formal)

Very sincerely yours, (social)

### *Wives of Younger Sons of Dukes.*

Envelope:            To The Lady John Smith (*not* Lady Smith)  
Salutation:            Dear Lady John Smith,  
Complimentary Close: Very sincerely yours,

### *Marquess.*

Envelope:            To The Most Hon. The Marquess of ——  
                            or  
                          To The Marquess of ——  
Salutation:            My Lord Marquess, (formal)  
                            or  
                          My Lord, (formal)  
                          Dear Lord ——, (social)

## TITLES AND THEIR USE IN CORRESPONDENCE

Complimentary Close: I have the honour to be, my Lord  
Marquess (*or* my Lord),  
Your obedient servant, (formal)

Yours sincerely, (social)

### *Marchioness.*

Envelope: To The Most Hon. The Marchioness of Lancashire

*or*

To The Marchioness of Lancashire

Salutation: Madam, (formal)

Dear Lady Lancashire, (social)

Complimentary Close: I have the honour to remain, Madam,  
Your Ladyship's obedient servant, (formal)

Believe me, dear Lady Lancashire,  
Very sincerely yours, (social)

### *Daughters and Younger Sons of Marquesses.*

Envelope: To The Lady Mary Hamilton

To The Lord Herbert Hamilton

Salutation: Madam, *or* My Lady, (formal)

Dear Lady Mary Hamilton, (social)

*or*

Dear Lady Mary, (social)

My Lord, (formal)

Dear Lord Herbert Hamilton, (social)

*or*

Dear Lord Herbert, (social)

## HANDBOOK OF SOCIAL CORRESPONDENCE

Complimentary Close: I have the honour to remain, Madam, (my Lord)

Your Ladyship's (Lordship's) obedient servant, (formal)

Very faithfully (*or* sincerely) yours, (social)

### *Wives of Younger Sons of Marquesses.*

Envelope: To The Lady Herbert Hamilton

Salutation: The same as Daughters of Marquesses

Complimentary Close: Similar to that of Daughters of Marquesses

### *Earl.*

Envelope: To The Right Hon. The Earl of Hampshire

*or*

To The Earl of Hampshire

Salutation: My Lord, (formal)

Dear Lord Hampshire, (social)

Complimentary Close: I have the honour to remain, my Lord,  
Your Lordship's obedient servant, (formal)

Yours very sincerely, (social)

### *Countess.*

Envelope: To The Right Hon. The Countess of Hampshire

*or*

To The Countess of Hampshire

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation:              Madam, (formal)  
                            Dear Lady Hampshire, (social)

Complimentary Close: Similar to that of Marchioness

*Dowager Countess.*

Envelope:              To The Right Hon. The Dowager  
                            Countess of Hampshire  
                            or  
                            To The Right Hon. Mary, Countess of  
                            Hampshire (formal)  
                            To The Dowager Countess of Hampshire  
                            or  
                            To Mary, Countess of Hampshire (social)

Salutation:              Madam, (formal)  
                            Dear Lady Hampshire, (social)

Complimentary Close: Similar to that of Marchioness

*Eldest Son of Earl.*

The eldest son assumes the highest courtesy title of an Earl  
and becomes Viscount —— and his wife, Viscountess ——.

*Daughters of Earls.*

Envelope:              To The Lady Mary Barrett

Salutation:              Madam, or My Lady, (formal)  
                            Dear Lady Mary Barrett, (social)  
                            or  
                            Dear Lady Mary, (social)

Complimentary Close: Similar to that of Marchioness

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Younger Sons of Earls.*

Envelope: To The Hon. John Barrett

Salutation: Sir, (formal)

Dear Mr. Barrett, (social)

Complimentary Close: I have the honour to be, Sir,  
Your obedient servant, (formal)

Believe me, dear Mr. Barrett,  
Very sincerely yours, (social)

### *Viscount.*

Envelope: To The Right Hon. The Viscount Soames

Salutation: My Lord, (formal)

Dear Lord Soames, (social)

Complimentary Close: Similar to that of Earl

### *Viscountess.*

Envelope: To The Right Hon. The Viscountess Soames

To The Viscountess Soames

Salutation: Madam, (formal)

Dear Lady Soames, (social)

Complimentary Close: Similar to that of Countess

## TITLES AND THEIR USE IN CORRESPONDENCE

### *Eldest Son of Viscount.*

Envelope: To The Hon. Arthur Barrington

Salutation: Dear Sir, (formal)

Dear Mr. Barrington, (social)

Complimentary Close: I have the honour to remain, Sir,  
Your obedient servant, (formal)

Yours sincerely, (social)

### *Wife of Eldest Son of Viscount.*

Envelope: To The Hon. Mrs. Barrington

Salutation: Madam, (formal)

Dear Mrs. Barrington, (social)

Complimentary Close: I have the honour to remain, Madam,  
Your obedient servant, (formal)

Yours sincerely, (social)

### *Baron.*

Envelope: To The Right Hon. Lord Winthrop  
*or*

To The Lord Winthrop

Salutation: My Lord, (formal)

Dear Lord Winthrop, (social)

Complimentary Close: I have the honour to be, my Lord,  
Your Lordship's obedient servant,  
(formal)

Believe me, dear Lord Winthrop,  
Yours very sincerely, (social)

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Baroness.*

Envelope: To The Right Hon. Lady Winthrop  
To The Right Hon. The Baroness Winthrop

Salutation: Madam, (formal)  
Dear Lady Winthrop, (social)

Complimentary Close: Similar to that of Baron

### *Dowager Baroness.*

Envelope: To The Right Hon. The Dowager Lady  
(or Baroness) Winthrop  
*or*  
To The Right Hon. Mary, Lady (or Baroness) Winthrop

Salutation: Madam, (formal)  
Dear Lady (or Baroness) Winthrop, (social)

Complimentary Close: Similar to that of Baron

### *Eldest Son of Baron.*

Envelope: To The Hon. Edward Holmes

Salutation: Sir, (formal)  
Dear Mr. Holmes, (social)

Complimentary Close: Similar to that of eldest son of Viscount,  
(See p. 49)

### *Wife of Eldest Son of Baron.*

Envelope: To The Hon. Mrs. Holmes

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation:              Madam, (formal)

                            Dear Mrs. Holmes, (social)

Complimentary Close: Similar to that of wife of eldest son of Viscount

### *Baronet.*

Envelope:              To Sir Anthony Allen, Bt.

Salutation:              Sir, (formal)

                            Dear Sir Anthony Allen, (social)

*or*

                            Dear Sir Anthony,

Complimentary Close: I have the honour to remain, Sir,  
                            Your obedient servant, (formal)

Believe me, dear Sir Anthony, (*or* Sir Anthony Allen)

                            Yours sincerely, (social)

### *Wife of Baronet.*

Envelope:              To Lady Allen

Salutation:              Madam, (formal)

                            Dear Lady Allen, (social)

Complimentary Close: I have the honour to remain, Madam,  
                            Your Ladyship's obedient servant, (formal)

Believe me, dear Lady Allen,  
                            Yours very sincerely, (social)

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *The Title "Lady."*

"This is probably the commonest of all, as it is held by all peeresses under the rank of duchess, by all daughters of the three highest ranks of the peerage, and by the wives of baronets and knights. The prefix 'The' marks a lady of the peerage, and must not be used before the title denoting other ranks."<sup>1</sup>

## THE ROYAL NAVY

### *Admirals of the Fleet.*

Envelope: To Admiral of the Fleet The Lord \_\_\_\_\_  
(or any other title according to peerage or other rank)

*Admirals, Vice-Admirals, Rear-Admirals* are addressed on the envelopes with their graded titles.

Salutation: Sir, (formal)

Dear Admiral \_\_\_\_\_, (social)  
(for all ranks of Admirals)

Complimentary Close: I have the honour to remain, Sir,  
Your obedient servant, (formal)

Yours sincerely, (social)

### *Captains.*

Envelope: To Captain Bronson, R.N.

Salutation: Sir, (formal)

Dear Captain Bronson, (social)

*Commanders, Lieutenant-Commanders, and Lieutenants* are addressed in correspondence with their titles followed by *R.N.*

*Sub-Lieutenants, Midshipmen, and Cadets* are addressed as follows:

<sup>1</sup> *Titles and Forms of Address.*

## TITLES AND THEIR USE IN CORRESPONDENCE

In formal correspondence:

Mr. Trent, Sub-Lieut., R.N.  
Mr. White, Midshipman, R.N.  
Cadet Jones, R.N.

In social correspondence:

John Trent, Esq., R.N.  
James White, Esq., R.N.  
William Jones, Esq., R.N.

In Great Britain naval and military titles precede hereditary titles:

Captain The Hon. Egerton Davies

## THE ARMY

### *Field Marshal.*

Envelope: To Field Marshal The Lord —— (or any other title according to peerage or other rank)

*Generals, Lieutenant-Generals, Major-Generals* are addressed on the envelope by their graded titles.

Salutation: Sir, (formal)

Dear General Allerton, (social)

*Colonels* and *Lieutenant-Colonels* are usually addressed on the envelope by their graded titles, with the name of the regiment.

To Colonel J. Warburton (*name of regiment*)

To Lieut.-Colonel A. Brown, R.F.A.

Salutation: Sir, (formal)

Dear Colonel Warburton, (social)

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Majors and Captains.*

Envelope: To Major (*or Captain*) H. Graham, R.H.  
Salutation: Sir, (formal)  
Dear Major (*or Captain*) ——, (social)

### *Lieutenants and Second Lieutenants.*

Envelope: To A. L. Leigh, Esq., 2nd Life Guards  
Salutation: Sir, (formal)  
Dear Mr. Leigh, (social)

## THE ROYAL AIR FORCE

This follows in general the rules given for the Navy and the Army. Titles below the rank of Commander are not used in social correspondence. The following represents the ranks of the Air Force:

Air Marshal  
Air Vice-Marshal  
Air Commodore  
Group Captain  
Wing Commander  
Squadron Leader  
Flight Lieutenant  
Flying Officer  
Pilot Officer

## CIVIC OFFICIALS

### *Judge.*

Envelope: To The Hon. Mr. Justice Young  
*or*  
To The Hon. Sir James Young

## TITLES AND THEIR USE IN CORRESPONDENCE

Salutation:                    Sir, (formal)  
                                  Dear Mr. Young, (social)  
                                  or  
                                  Dear Sir James or Sir James Young, (if  
                                  a Knight)

Complimentary Close: I have the honour to be, Sir,  
                                  Your obedient and humble servant,  
                                  (formal)

                                  Yours sincerely, (social)

*Lord Mayor.*

"The Lord Mayors of London, York, Belfast, Dublin, Adelaide, Melbourne, Sydney and Perth (Aust.) are entitled to the style Right Honble, while they are in office, and their wives (or the lady acting as Lady Mayoress) share the honours of the title."<sup>1</sup>

Envelope: To The Right Hon. The Lord Mayor of \_\_\_\_\_  
                                  or  
                                  To The Right Hon. Roger Whitby, Lord Mayor  
                                  of \_\_\_\_\_  
                                  To The Right Hon. The Lady Mayoress of \_\_\_\_\_  
*Mayor (of a city).*

Envelope: To The Right Worshipful The Mayor of \_\_\_\_\_  
*Privy Councillors.*

Privy Councillors are addressed in correspondence as "The Right Honourable."

Envelope:                    The Right Hon. Julian Clifford (without  
                                  Mr. or Esq.)

<sup>1</sup> *Titles and Forms of Address. 1932.*

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Members of Parliament.*

Envelope: To James H. Bullard, M.P.

### PROFESSIONAL TITLES

#### *Doctors of Medicine.*

Envelope: To Julian Abernethy, Esq., M.D.

To Sir Julian Abernethy, M.D. (if a Knight)

To Sir Julian Abernethy, Bt., M.D. (if a Baronet)

#### *Doctors of Divinity.*

Envelope: To The Rev. John Anderson, D.D.

*Esquires (See pp. 19, 53, 54).*

Envelope: To Jeremy Waite, Esq.

Salutation: Dear Mr. Waite,

Complimentary Close: Yours sincerely,

## **CHAPTER IV**

### **PERSONAL INVITATIONS—FORMAL AND INFORMAL**



CHAPTER IV  
PERSONAL INVITATIONS—FORMAL  
AND INFORMAL  
WEDDING INVITATIONS

As wedding invitations are usually engraved, it would seem that the simplest plan for those desiring to send out such invitations would be to consult a good stationer and have the work done as suggested.

This, no doubt, is what most people do, but there are others who for various reasons prefer to examine the forms, write out their own, and send the desired model to the engraver. For such individuals, examples of wedding invitations and announcements follow.

FORMAL INVITATIONS

*To a Wedding followed by a Reception.*

Mr. and Mrs. Charles Layton Wright  
request the honour of your presence  
at the marriage of their daughter  
Alice Gertrude

to

Mr. Willard Stirling  
on Saturday, the seventeenth of June  
at half after four o'clock  
The Presbyterian Church  
Pleasantville, New York

HANDBOOK OF SOCIAL CORRESPONDENCE

Mr. and Mrs. Charles Layton Wright  
request the pleasure of your company  
at five o'clock  
One hundred and fifteen Oak Lane  
Scarsdale

The favor of a reply is requested

or

Mr. and Mrs. Charles Layton Wright  
request the honor of  
(name written in)  
presence at the marriage of their daughter  
Alice Gertrude  
to  
Mr. Willard Stirling  
on Saturday, the seventeenth of June  
at half after four o'clock  
The Presbyterian Church  
Pleasantville, New York  
and afterwards at  
115 Oak Lane  
Scarsdale, New York

R.s.v.p.

*To a Wedding Reception.*

Mr. and Mrs. Kenneth J. Stanbury  
request the pleasure of your company  
at the wedding reception of their daughter  
Kathleen Patricia  
and  
Mr. Lathrop Cunningham  
on Wednesday afternoon June the tenth  
at five o'clock  
Fifteen Highgate Avenue  
60

PERSONAL INVITATIONS—FORMAL-INFORMAL

*To a Wedding Breakfast.*

Mr. and Mrs. Kenneth J. Stanbury  
request the pleasure of  
Miss Alice Grafton's  
company at breakfast  
on Wednesday June the tenth  
at twelve o'clock  
15 Highgate Avenue

*or*

Mr. and Mrs. Kenneth J. Stanbury  
request the pleasure of your company  
at the wedding breakfast of their daughter  
Kathleen Patricia  
and  
Lathrop Cunningham  
on Wednesday the tenth of June  
at twelve o'clock  
15 Highgate Avenue

The favor of an answer  
is requested

*or*

R.s.v.p.

*To a Home Wedding.*

Mr. and Mrs. Charles Layton Wright  
request the honour of your presence  
at the marriage of their daughter  
Alice Gertrude  
to  
Mr. Willard Stirling  
on Saturday, the seventeenth of June  
at half after four o'clock  
115 Oak Lane  
Scarsdale, New York

R.s.v.p.

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *To a Double Wedding.*

Mr. and Mrs. Horace Hitchcock  
request the honor of your presence  
at the marriage of their daughters  
Augusta Lee  
to  
Mr. Henry Swann  
and  
Edith Charlotte  
to  
Mr. Wilfred Trent Rice  
on Saturday the sixth of November  
at four o'clock  
St. Paul's Episcopal Church

### *To a Wedding at a Friend's Home.*

Mr. and Mrs. Herbert Hale  
request the pleasure of  
(name written in)  
company at the marriage of their daughter  
Nancy  
to  
Mr. Eugene Dillon  
on Tuesday the fifth of October  
at four o'clock  
at the residence of Mr. and Mrs. John Gibson  
Englewood, New Jersey

R.s.v.p.

If only one parent is living, the invitation would read:

Mrs. Charles Layton Wright  
requests the honour of your presence  
at the marriage of her daughter, etc.

*or*

Mr. Charles Layton Wright  
requests the honour of your presence  
at the marriage of his daughter, etc.

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### *To the Wedding of a Widow.*

In invitations to the marriage of a widow, authorities permit any of the following:

Mr. and Mrs. James Leslie  
request the honour of your presence  
at the marriage of their daughter  
Barbara Leslie Gray

to

Mr. Albert Bush  
on Tuesday, the fourth of January  
at four o'clock  
420 Mount Tom Road  
Pelham, New York

or

Mr. and Mrs. James Leslie  
request the honour of your presence  
at the marriage of their daughter  
Mrs. Henry Prince Gray, etc.

or

The honour of your presence is requested  
at the marriage of  
Mrs. Henry Prince Gray  
to  
Mr. Albert Bush  
on Tuesday, the fourth of January  
at four o'clock  
420 Mount Tom Road  
Pelham, New York

### *To the Wedding of a Woman who is divorced.*

Mr. and Mrs. Henry Dean White  
request the honour of your presence  
at the marriage of their daughter  
Mrs. White Sherwood

to

Mr. John Wilton Ladd  
on Wednesday the fourth of June  
at three o'clock  
121 Cliff Way  
Larchmont, New York

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Invitations issued by Divorced Parents.*

If the parents of the bride have been divorced, the one who has acted as guardian sends out the invitations. If the bride has lived part of the time with one parent and part with another, the invitations are usually issued in the name of the mother only.

If the mother who has been appointed as guardian remarries, the invitations are usually sent out in her name and that of her husband. If, on the other hand, the bride has lived with her father and her stepmother, the invitations are issued in their names as though her own mother were dead.

A stationer, considered as an authority on the subject, discussing the invitations sent out for the daughters of divorced parents, explained that personal preference sometimes affects the form selected. One daughter even insisted upon having the invitations issued in the names of her father and of her real mother who had remarried!

### *Invitations issued by Other than Parents.*

If neither parent is living, the invitation may be issued in the name of some other relative—an aunt or an uncle, a brother or a sister; as,

Mr. and Mrs. Arthur Wright  
request the honour of your presence  
at the marriage of their niece, etc.

If the bride has no relatives, she would probably prefer an informal wedding; but if she desires to have formal invitations sent out, they may be issued in the name of her guardian; as,

Miss Mary Elizabeth Pratt  
requests the honour of your presence  
at the marriage of Miss Alice Gertrude Wright, etc.

## PERSONAL INVITATIONS—FORMAL-INFORMAL

When the bride has no relative in whose name she may issue invitations, she may prefer to have them read:

The honor of your presence is requested  
at the marriage of  
Alice Gertrude Wright  
with  
Mr. Willard Stirling  
on Saturday, the seventeenth of June  
at half after four o'clock  
The Presbyterian Church  
Pleasantville, New York

### *To Wedding Anniversaries.*

#### *A Silver Wedding.*

1910-1935  
Mr. and Mrs. Thomas O'Donnell  
request the pleasure of  
Mrs. George Fulton's  
company at the  
Twenty Fifth Anniversary of their Marriage  
on Thursday the third of June  
at half after nine  
75 Palmer Avenue

*or*

1910-1935  
Mr. and Mrs. Thomas O'Donnell  
will be at home  
on Thursday the third of June  
from four until six  
75 Palmer Avenue

#### *A Golden Wedding.*

Mr. and Mrs. Cameron Jones  
request the pleasure of your company  
at the fiftieth anniversary of their marriage  
on Thursday the third of April  
at nine o'clock  
Ten Cedar Drive

The favor of an answer is requested

# HANDBOOK OF SOCIAL CORRESPONDENCE

*or*

1886-1936

Mr. and Mrs. Cameron Jones

request the pleasure of

(name written in)

company at the

fiftieth anniversary of their marriage

on Thursday the third of April

at nine o'clock

Ten Cedar Drive

R.S.V.P.

The Purcell Family

request the pleasure of

(name written in)

company at the Fiftieth Anniversary

of the marriage of their parents

Mr. and Mrs. Archibald Purcell

on Saturday, the twenty-fourth of June

at seven o'clock

Hotel Barclay

Kindly reply to

Donald Purcell

225 Broadway

## INFORMAL INVITATIONS

*To a Home Wedding.*

Dear Harriet,

Katherine is to be married on Wednesday, March the fourth, at two o'clock.

Because of Aunt Mary's recent death, we are having a quiet home wedding with only a few intimate friends. We are looking forward to having you and Bill with us and shall be very much disappointed if you are unable to come.

Affectionately,  
Blanche

22 Laurel Avenue

February tenth

## PERSONAL INVITATIONS—FORMAL-INFORMAL

Dear Jean,

On Tuesday, September the fourth, Henry and I are to be married at my sister's home, 70 Walnut Street, at two o'clock. We are inviting only a few of our oldest and best friends and hope to have you among them.

We shall be greatly disappointed if you can't come.

Lovingly,  
Virginia

### To AN AT HOME

#### *Formal Invitations.*

Miss Morse  
Miss Theodora Morse  
At Home

Monday, the twenty-second of February  
from four until seven o'clock  
41 West 86th Street

Mrs. Henry Carhart  
Miss Elizabeth Carhart  
will be at home

on Thursday, the fourth of February  
from four until seven o'clock  
Twelve East End Avenue

Rear Admiral and Mrs. George Davis Smith  
At Home

Wednesday Afternoon, June twenty-first  
from four to six  
Eleven Dewey Road

# HANDBOOK OF SOCIAL CORRESPONDENCE

## To LUNCHEON

### *Formal Invitations.*

Mrs. Houton would be pleased if Miss Anderson would take luncheon with her, quite informally, Saturday, February twenty-ninth, at noon, in Whittier Hall, 1230 Amsterdam Avenue.

Mr. Oliver Jerome  
Mr. Richard Flagg  
request the pleasure of  
(name written in)  
company at a luncheon  
to Mr. Silas Lowe Gillespie  
marking his sixty-eighth birthday  
and his entrance into business  
Friday, the twentieth of November  
at one o'clock  
Hotel Commodore

Kindly reply to

Mr. Oliver Jerome  
150 Claremont Avenue

### *Informal Invitations.*

Dear Alice,

Can you spare an hour out of your busy day to have luncheon with me Friday at the Madison as usual? I have looked up all kinds of information about Canada and have our trip fairly well planned if everything meets with your approval. The more I learn about the country, the more enthusiastic I am about our vacation.

As ever,  
Bess

Dear Mrs. White,

Mrs. Vaughn wishes me to ask if you would give her the pleasure of your company at luncheon at her home on Friday, June first. If you do not come by motor, there is a train leav-

## PERSONAL INVITATIONS—FORMAL-INFORMAL

ing the Grand Central at 11 o'clock which would give you plenty of time in which to reach White Plains.

Sincerely yours,  
George Somers  
Secretary to Mrs. Vaughn

Dear Miss Hollister,

Grace Bridgeman writes me that you are spending the summer in New England and expect to be in Plymouth for a few weeks.

I hope you will be able to come to luncheon at the Country Club with me next Friday. If so, I should like to call for you about twelve and have you drive there with me. Afterwards, perhaps you would care to see some of the particularly beautiful spots on Cape Cod. As an old inhabitant, I know most of them and how to reach them quickly and easily. I should love to show them to you, for I'm sure your artist's eye would find them colorful and refreshing.

Yours sincerely,  
Amy Moffett

### To MEET SPECIAL GUESTS

#### *Formal Invitations.*

The American Association of University Women  
New York Branch

has the honour to invite you to meet

Mrs. Franklin Delano Roosevelt

Monday afternoon, December the fifth  
from four to five o'clock

The Spence School, Twenty-two East Ninety-first Street

R. S. V. P.

Please present this card at the door.

## HANDBOOK OF SOCIAL CORRESPONDENCE

The Honorable and Mrs. Anthony Mahan  
At Home

Thursday, March 11th 3 to 6—8 to 10  
to meet Mr. and Mrs. Mark Hastings  
1100 Park Avenue

In honour of

HIS EXCELLENCY DINO GRANDI  
MINISTER OF FOREIGN AFFAIRS OF ITALY

The  
FOREIGN POLICY ASSOCIATION

invites you to participate  
in a reception

on Thursday afternoon, November twenty-sixth  
from five to six-thirty o'clock  
in the Grand Ball Room of  
THE WALDORF-ASTORIA  
Park Avenue and Fiftieth Street

The Foreign Minister will speak from five forty-five  
to six-fifteen o'clock. The address will be in English.

Tea will be served  
at five o'clock  
Tables seat ten

Tickets \$1.50 each  
for F.P.A. members  
and their guests

R.S.V.P.  
Eighteen East Forty First Street

To Meet  
Senator and Mrs. Charles Gilbert  
Mr. and Mrs. Gerald Crosby  
request the pleasure of your company  
on Saturday, January the sixth  
from five to seven o'clock  
18 Monterey Avenue

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### *Informal Invitations.*

Dear Miss Wheaton,

It will give me much pleasure if you will come to tea next Wednesday afternoon about four o'clock. My old friend, Mary Anne Barnes, who has recently returned from a year's study of music in Europe, will sing for us during the afternoon. I think you will enjoy meeting her and listening to her marvelous voice.

Sincerely yours,  
Patricia Searles

Dear Mrs. Kernan,

Next Wednesday at one o'clock I am giving a small luncheon at the Spinning Wheel for Mrs. Howard Holmes, who is visiting me for a few days. She has asked particularly to have you included among the guests as she wishes to hear about your trip to Mexico.

We both hope to see you.

Yours sincerely,  
Christine Powell

### *Invitations on Visiting Cards.*

To meet

Miss Jane Wheeler

Mrs. John Eliot

Tuesday May seventh

Four o'clock

20 Maple Avenue

## HANDBOOK OF SOCIAL CORRESPONDENCE

To meet Professor Alexander Brown Barrington

Mr. and Mrs. Stephen Hunt Ames

Friday, the tenth of February  
from four until seven

Faculty House  
410 West 117 Street

To meet

Miss June West

Mrs. Willis Carlton Reed

Monday May 17

Tea at four

5 Oak Lane

To meet Miss Erminie Sherman

Mrs. Edward Dillon Clark

March ninth

Tea at four o'clock

9 Mastin Drive

PERSONAL INVITATIONS—FORMAL-INFORMAL

Monday, March fourth

Luncheon at one

Mrs. Edgar Chisholm

To meet

Miss Anne Washburn

4 Manor Lane

Thursday, the first of June

Luncheon at 2 o'clock

To meet Mrs. Stanhope

Mrs. George W. Burgess

R.S.V.P.

20 Pilt Avenue

INVITATIONS TO A BRIDGE

*On Visiting Cards.*

October 21

Bridge 2 o'clock

Mrs. Willis S. Riker

R.s.v.p.

1 Fifth Avenue

## HANDBOOK OF SOCIAL CORRESPONDENCE

Mrs. Thomas Alexander

Monday April 8

Bridge at 4 o'clock

27 Park Lane

### *Informal Invitations.*

Dear Mrs. Flynn,

Next Friday evening we are planning to have several tables for bridge beginning at nine o'clock. We should like very much to have you and Mr. Flynn with us that evening.

Yours sincerely,

Josephine Lindsay

Dear Mrs. Jackson,

Will you and Mr. Jackson join us at bridge on Thursday evening about nine o'clock? We are also inviting the Burdens and the Grants and hope to have a jolly time.

Sincerely,

Marie Nichols

### To a Supper

### *Formal Invitations.*

Mr. and Mrs. Russell Ware  
request the pleasure of  
(name written in)

company on Thursday evening the twelfth of October  
at eleven o'clock  
Beach Park

Supper  
R.s.v.p.

To meet Mr. Ernest Warren

## PERSONAL INVITATIONS—FORMAL-INFORMAL

*or*

To meet Mr. Ernest Warren

Mr. and Mrs. Russell Ware

Supper at 11  
October 12th

R.s.v.p.

Beach Park

## INVITATIONS TO A MUSICALE

*Formal.*

Mrs. John Rockwell  
requests the pleasure of  
(name written in)  
company at a musicale  
on Tuesday the sixth of November  
at four o'clock  
125 Highland Avenue

*or*

Tuesday, November 6

Musicale at 4

Mrs. John Rockwell

R.s.v.p.

125 Highland Avenue

## HANDBOOK OF SOCIAL CORRESPONDENCE

Mr. and Mrs. John Rockwell  
request the pleasure of  
Miss Whitney's  
company at dinner  
on Tuesday the sixth of November  
at eight o'clock  
at 125 Highland Avenue

Music

## DANCES

### *Formal.*

No model that will absolutely fit all occasions can be given for an invitation to a dance, for a dance may be held at home, at a club, or at a hotel. It may be given at an afternoon tea or at an evening affair. It may be for a daughter, a niece, a grandchild or other relative, or for a friend.

The forms that follow are merely suggestive of the wording that may be engraved on cards:

### *A Dance at a Private Home.*

Mr. and Mrs. Francis Hunter  
request the pleasure of  
(name written in)  
company at dinner  
on Wednesday evening the twelfth of January  
at half after nine o'clock  
Ten Washington Street

Dancing

*or*

Mr. and Mrs. Francis Hunter  
at Home  
on Wednesday evening the twelfth of January  
at half after nine o'clock  
Ten Washington Street

R.S.V.P.

Dancing

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### *A Dance at a Club.*

Mr. and Mrs. Francis Hunter  
at Home  
on Wednesday evening the twelfth of January  
at half after nine o'clock  
Lake Shore Club

Please reply to  
Ten Washington Street

## *A Dance in Honor of a Débutante.*

### *At a Club.*

Doctor and Mrs. Bliss Cameron  
request the pleasure of  
(name written in)  
company at a dance in honor of their daughter  
Janet Gray Cameron  
on Friday evening the tenth of February  
Fenimore Country Club

Kindly send response to  
Fifty Monterey Avenue

### *At Home.*

Admiral and Mrs. Peter R. Stark  
request the pleasure  
of introducing their daughter  
Carol Elizabeth  
to  
(name written in)  
on Friday, March the fifteenth  
at nine o'clock  
12 Prescott Avenue

HANDBOOK OF SOCIAL CORRESPONDENCE  
*At a Home* (in honor of a friend's daughter).

Doctor and Mrs. Bliss Cameron  
request the pleasure of  
(name written in)  
company at a dance in honor of  
Miss Helen Thornton  
on Friday evening the tenth of February  
at ten o'clock  
Fifty Monterey Avenue

R.s.v.p.

Doctor and Mrs. Bliss Cameron  
Miss Janet Gray Cameron  
request the pleasure of  
(name written in)  
company on Friday evening the tenth of February  
at ten o'clock  
Fifty Monterey Avenue

Dancing

R.s.v.p.

Mr. and Mrs. G. Hamilton Crane  
request the pleasure of  
(name written in)  
company at a small dance  
on Tuesday evening the fourth of January  
at ten o'clock  
Twelve Forest Boulevard

The débutante's visiting card may be included to show that  
the dance is given in her honor.

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### *At a Hotel.*

Mr. and Mrs. Horace Dunlap  
request the pleasure of  
(name written in)  
company at a Tea Dance  
given in honour of their niece  
Annette Louise Olcott  
on Wednesday the third of December  
from four to seven  
Hotel Pierre

The favor of a reply is requested  
Greendale Farm  
Greenwich, Connecticut

### *For the Coming of Age of a Son.*

Mr. and Mrs. Donald Macaulay  
request the pleasure of your company  
in honor of the coming of age of their son,  
Donald Macaulay, Junior  
on Wednesday, June the sixth  
from four till six o'clock  
16 Benton Drive

Dancing

### *To a Costume Dance.*

Mr. and Mrs. Walter Dunn  
request the pleasure of  
(name written in)  
company, at a costume dance  
to be given at the Biltmore Country Club  
on Wednesday, December the tenth  
at eleven o'clock

710 Waltham Road

# HANDBOOK OF SOCIAL CORRESPONDENCE

*The pleasure of your company is requested*

*at the*

## *Texas Centennial Blue Bonnet Ball*

*To be held at the*

*Biltmore Hotel • New York*

*Saturday evening May twenty-third*

*From nine-thirty o'clock*

*For the benefit of the*

*Texas Students' Scholarship Fund*

*and for the furtherance of the*

*Texas Centennial Exposition*

*The Ball is being held under the sponsorship of the*

*Texas Centennial Club of New York*

*Among the organizations cooperating are the*

(The list follows)

Page two contains the following: patrons and patronesses and a list of committees. Page three contains the program and the form for the request for tickets.

## PERSONAL INVITATIONS—FORMAL-INFORMAL

EXECUTIVE COMMITTEE  
Texas Centennial Blue Bonnet Ball  
Suite 144, Biltmore Hotel  
New York, N. Y.

*For information call*  
MURRAY HILL 2-7920  
Suite 144

Gentlemen:

Enclosed is \$..... Please send me the following tickets:  
..... Tickets for Ball, at \$2.50 each.  
..... Boxes, seating 10, at \$50.00.

NOTICE: Tickets and tables will be assigned strictly in the order that reservations are received—the most desirable to the first applicants, etc.

EARLY RESERVATIONS ARE SUGGESTED.  
*Please Make Checks Payable to TEXAS BLUE BONNET BALL.*

*Name* .....

*Address* .....

### *Informal Invitations.*

Dear Wilbur,

I am giving a dance for my niece Edith Fiske on Thursday evening, June the twelfth, at the Fenimore Country Club.

We are anticipating the pleasure of having you with us.

Yours sincerely,  
Sarah Grant

Dear Mrs. Green,

Will it be possible for you and Mr. Green to give us the pleasure of your company at a dance at the Somerville Country Club on Friday evening, the tenth of May? We do hope you will be able to come.

Yours sincerely,  
Henrietta Rhodes

# HANDBOOK OF SOCIAL CORRESPONDENCE

## To a GARDEN PARTY

### *Formal Invitations.*

Mrs. David Leonard  
requests the pleasure of  
(name written in)  
company on Monday afternoon  
June seventh  
from four until seven o'clock

## Garden Party Bedford Hills

Train leaves the Grand Central at 3:12 o'clock

or

Mrs. David Leonard  
at Home

at home  
Monday afternoon, June seventh  
from four until seven o'clock

## Garden Party Bedford Hills

Mrs. Mark Abbott Graham  
requests the pleasure of your company  
Wednesday, the tenth of June  
from four until six o'clock  
in the garden  
Sherburne Road  
Winnetka, Illinois

Honoring

Mrs. James Brown Lawrence  
Mrs. Edgerton Lee Norton

Please reply

### *Informal Invitations.*

Dear Mrs. Torrance

The delphiniums and Madonna lilies are out and the roses too. We want our friends who love them as much as we do to see them now while they are in their full beauty. I am giving a garden party on June 28 from three until sunset.

Do come, won't you?

Sincerely yours  
Harriet Neeland

## PERSONAL INVITATIONS—FORMAL-INFORMAL

If a less formal invitation is thought more suitable, the hostess may use her visiting card on which is written:

Garden Party  
June seventh  
Four to seven

Mrs. David Leonard

Train leaves the Grand Central  
at 3:12

Rye, New York

Dear Veronica,

Do come out next week-end to see our garden. The iris is at its best now in all its lovely shades—lavender, deep purple, royal and light blue, corn-yellow and delicate pink. The peonies are gorgeously and proudly gay. You'll love the anemones which are so dainty and fairylike in pinks, yellows and purples. Don't you want to see them?

Hopefully,  
Pamela

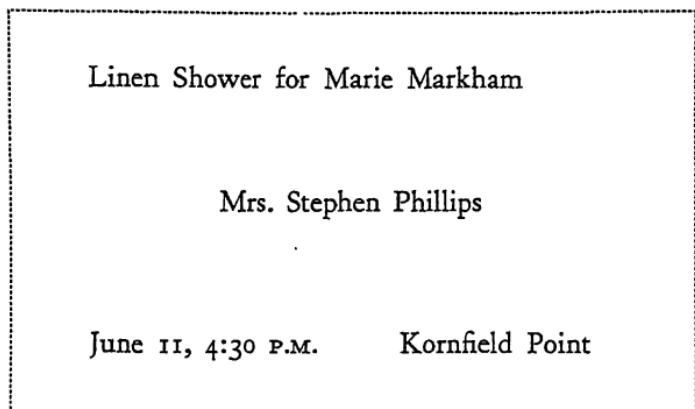
### TO A SHOWER

#### *Formal Invitations.*

Mary Saunders takes great pleasure in inviting Miss Elizabeth Goodrich to be present at a lingerie shower to be given for Miss Jane Stone on Saturday, May the second, at three o'clock, at the Gravitan Towers.

## HANDBOOK OF SOCIAL CORRESPONDENCE

An invitation may be written on a visiting card:



### *Informal Invitations.*

Dear Peggy,

I am giving a linen shower for Helen Herman and should like you to come as you are such a dear friend of Helen's and of all the other people I have invited.

It will take place at my home, 205 West 88 Street, on Wednesday afternoon, April 29, at two-thirty o'clock.

Please let me know as soon as possible whether you will be with us or not.

Sincerely,  
Margaret

Dear Ruth

I am giving a kitchen shower for Isabel on Thursday, September the third, at five o'clock. Won't you write one of your clever verses to go with your remembrance? Do come. You know Isabel would be greatly disappointed if you were not present, and, needless to say, I should feel the same way.

Affectionately  
Louisa

## PERSONAL INVITATIONS—FORMAL-INFORMAL

Dear Sally,

On Tuesday evening, May the second, at eight-thirty, I am having an informal linen shower for Kay Lewis who, I'm sure you know, is to be married June the seventh.

Will you let me know by the fifteenth if you can come? I know Kay would like to see you, and I should love to have you with us.

Sincerely,  
Barbara

Dear Gertrude,

I know a secret! It's no longer mine, however, for it's yours too now!

Bee Wilson has set her wedding date for May 25. I am planning a shower for her, since I believe April "showers" bring May happiness. It will be a linen shower, and the date is April 5. Will you come?

Sincerely,  
Annette

### To a CHRISTENING

#### *Informal Invitations.*

Dear Susan,

The baby, Dorothy Ruth, is to be christened next Sunday morning at the Presbyterian Church. David and I hope you will come to see our daughter make her first public appearance.

We hope she will display a serene and quiet manner suitable to the occasion and not embarrass her parents by objections to the ceremony.

We shall be very much disappointed if you aren't present.

Sincerely,  
Amy

Dear Caroline

We should be so pleased if you could be present when our boy is to be christened on Sunday morning at eleven, at St. Michael's. You have been with us on so many momentous occasions that we want you here on this one also when he is to be given the name of Charles Edward, Dr. Abbott officiating. Will you be able to come?

Sincerely  
Valeria

HANDBOOK OF SOCIAL CORRESPONDENCE  
FOR A MOTOR TRIP

*Informal Invitations.*

Dear Louise,

Helen and I are planning a motor trip for this summer to Dallas, where the Texas Centennial Celebration is being held. If the famed "Texas Moon" doesn't bewitch us, we shall be gone about a month.

We are very eager to have you join us. We "practical people" need the influence of your cheerful disposition to tide us over the rough spots we are bound to encounter.

All we can promise you in return for this service, and a very priceless one it is, too, is a heap of dust, a torrent of wind, a blistering sun, and beautiful nights which only Texans know. Of course, the interesting and vivid historic places of Texas should be mentioned.

The trip sounds fascinating to us, and we hope it appeals to you also. Won't you join us?

Sincerely,  
Frances

Dear Marguerite,

If the weather is fair over Saturday and Sunday, Angela and I are going to drive to Washington to see the cherry blossoms. Won't you go with us? I remember how disappointed you were to miss them last May. They are so lovely that you'll regret it just as much if you don't see them this year. We're praying for fine weather and your company on the trip.

Lovingly,  
Betty

Dear Annette,

Mother and I are planning to drive to Boston early in June to bring May home from school. We are wondering if you could possibly go with us. It would be such fun to have you.

We are planning to spend two or three days on the trip, as Mother wishes to go by way of the Berkshires. She also wants to stop at some of the historical spots and insists on dining at Henry Ford's Wayside Inn!

We are both eager to have you join us. You surely will, won't you?

Affectionately,  
Lucille

## PERSONAL INVITATIONS—FORMAL-INFORMAL

Dear Marion,

Car leaving from my house on Monday, June fourteenth, at eight A.M. for all points west. Can you be aboard?

Mother, Richie, Dad, and I are finally going on that long-planned motor tour of the National Parks. As you so often have expressed the desire to make this trip—here is your invitation. I do hope you will accept. Let me know right off.

As ever,  
Judith

My dear Mrs. Ames,

Mr. Blake and I are planning to motor to Ramapo on Tuesday, July 6, and should be very happy to have you and Mr. Ames join us.

Please let me know very soon whether you will be able to go. Do say "Yes."

Sincerely yours,  
Grace M. Blake

Dear Mrs. Morton,

I hope that you and Mr. Morton are free for the week of July the Fourth and that you will give us the pleasure of joining us for a motor trip to Cape Cod. We have engaged a cottage for the season at Chatham, where the bathing and the Country Club are said to be excellent.

If you can and will join us, I'll write all particulars later.

Yours sincerely,  
Emily Lewis

### To VISIT FRIENDS

#### *Informal Invitations.*

Dear Ellen

I am hoping—we are hoping—and I hope that you are hoping—that some time in this merry month of May you and Miss Cary can find it in your way to come out.

A friend of mine drove to New York the other day and said it took her five hours from here to the Holland Tunnel. Otherwise truthful people lie so about the time they make driving that one may not believe that statement, but I think it is about right. It would be nice if you could come Friday afternoon. Come when you can.

Sincerely  
Doris

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Genevieve

I have been rummaging around in my old address book and my bright new address book, and I find your Geneva address, which gives me just the little added push that I need to start off with Dear Genevieve, dear, dear Genevieve. It would be jolly if our summer Genevas and Ripons were not set down so far apart on the map, so that we might run back and forth "you in your bright motor and I in mine," and do what the minister said last Sunday was one of the businesses of summer days—to develop deeper friendship in a leisurely fashion—after all the taking for granted of the winter season. If you could see my hollyhocks—my forest—as high as the house and my fluffy little Angora, who scared me last night by feigning a broken back after a fall from a high tree, you would know that even this summer has its moments.

Do come to see my apartment in the fall. You will come, won't you?

Vivian

Dear Phyllis,

As Jack has been called to the Coast to see an important client, he will be away from home for at least a month. Wouldn't this be a good time for you to make that long-promised visit? We would be perfectly free to do whatever we wish—sleep late or rise early, play tennis or go swimming, or just read under the trees until time for luncheon.

The car is in perfect order and will take us on long, long drives into the country. You have no idea how charming the countryside is just now. And the best of it all is that we don't have to do any of these things if we are not in the mood. Won't you drop everything that seems important but isn't really so, and come out to spend a month with

Your old friend Kate

Dear Mrs. Cross,

Will you and your husband dine and spend the night of Thursday, November 14, at White Lodge? We should very much like to have you. The Van Dynes and the Whites will be here also. It would be jolly to have you with us, and we hope nothing will prevent your coming.

Sincerely,  
Evelyn Knight

## PERSONAL INVITATIONS—FORMAL-INFORMAL

Dear Corinne,

Will you and Tom be able to come to Westport for the week-end of the fifteenth? We are hoping to have the Benhams also who want very much to see you. Bring tennis and golf togs, for you will need both.

We shall all be very much disappointed if you don't come.

Sincerely yours,

Helen

Dear Cornelie,

Is there anything to hinder your spending the week-end of May second with us? We should like very much to have you and John come Saturday as early as possible and remain until Monday afternoon. We hope the weather will permit playing golf at the Country Club. Weather or no weather, we shall have dinner there.

I am enclosing a time-table so that you won't even have to telephone the station for available trains. Just let us know the one you select so that we may meet you.

Sincerely yours,

Mary

### FOR A TRIP BY AIR

#### *Informal Invitation.*

My dear Miss Burchard,

You seem so interested in my flying that I wonder if you would be interested in going on a trip in an airplane?

Miss Norton and I think we shall fly down to Palm Springs, southern California, on the edge of the desert, Easter Week. The desert should be in bloom at that time. Will you throw care to the winds and fly with us?

Sincerely yours,

Julia Barton

## HANDBOOK OF SOCIAL CORRESPONDENCE

### To a Picnic

#### *Informal Invitation.*

Dear Grace,

The children are having a picnic on July seventh. They would be delighted if Tom and Betty would meet them here at ten o'clock and drive with them to the beach. If they are able to come, we shall see that they reach home safely by six o'clock.

Lovingly,  
Joyce

### FOR A CAMPING TRIP

#### *Informal Invitation.*

Dear Penelope,

How would you like to spend one glorious week in the Adirondacks? Camping out of doors, dressed like hoboes—does it tempt you? Jean, Helen, and I have planned this trip for the month of June, leaving home about nine o'clock on the morning of the second. Won't you join us at my home on the first in time for dinner?

Affectionately,  
Claire

### INVITATIONS TO DINNER

#### *Formal Invitations*

The Reverend Doctor and Mrs. Robert Adams  
request the pleasure of  
Mrs. and Miss White's  
company at dinner  
at the Park Lane  
on Friday, April the second  
at eight o'clock

11 Beach Avenue

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### *To Dinner and the Opera.*

Mr. and Mrs. James Allison  
request the pleasure of  
Mr. and Mrs. James Fuller's  
company for dinner and the opera  
on Thursday, December the second  
at seven o'clock

4 Manor Lane

Many hostesses who entertain often, have an engraved form  
which may be filled in as desired.

Mr. and Mrs. Edwin A. Beckwith  
request the pleasure of  
company at  
on  
at                   o'clock  
Ten Palmer Avenue

### *Informal Invitations.*

Dear Mrs. Waller,

Will you and Dr. Waller give us the pleasure of dining  
with us on Friday, July the twelfth, at seven o'clock? We  
shall be very glad if you are able to come.

Yours sincerely,  
Hazel Rollins

Dear Mrs. Fulton,

Will you and Mr. Fulton meet us for dinner at the Alex-  
andria on Thursday evening, October fourth, at six-thirty?  
We have tickets for the Theatre Guild play, which everyone  
seems to be talking about.

We shall enjoy having you with us.

Yours sincerely,  
Elizabeth Lowe

66 Hemmer Avenue  
September twenty-fourth

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Mrs. Cushing,

If you are planning to go to the dance at the Roosevelt next Wednesday, we should be delighted if you and Mr. Cushing would dine with us at our home at eight o'clock and go with our party to the hotel.

Yours sincerely,  
Caroline Betts

Dear Mrs. Gilbert,

Our mutual friend, Mildred Boynton, has written me that you are to be in New Haven next week for a few days. Mr. Howard and I hope you can dine with us at our home on January tenth at seven o'clock and go with us to a play given by the students.

We are looking forward to meeting you and hearing first-hand news of Mildred and her family.

Yours sincerely,  
Dorothy Howard

Dear Mr. Ralston

May I ask a special favor of you and another proof of your friendship?

One of my guests has just written that he cannot be present at a dinner party I am giving Friday at eight o'clock at the Country Club. Will you be kind enough to take his place and fill the vacant chair next to Miss Browning?

Sincerely yours  
Lillian Grant

*By a Daughter acting as Hostess for her Father.*

Dear Mrs. Wheeler,

Father has asked me to invite you and Mr. Wheeler to dine with us on Wednesday, March the fourth, at half-past seven o'clock. We are looking forward to seeing you both again and hope you will be able to come.

Yours sincerely,  
Eleanor Gates

## PERSONAL INVITATIONS—FORMAL-INFORMAL

### INVITATIONS TO A TEA

#### *Formal Invitations.*

Mrs. Wilberforce requests the pleasure  
of your company at tea on Saturday, April  
twenty-eighth, from four to six o'clock, in  
Whittier Hall, to meet Miss Eunice Harris.

Mrs. Howard Penfield  
at home  
Thursday afternoon, the tenth of April  
from five until seven o'clock  
Fifty Sound View Road

#### *Invitations on Visiting Cards.*

Mrs. Stephen Dwight Edwards

Tuesday, June 4

at four

*or*

Won't you come for tea

Tuesday, at four?

Mrs. Stephen Dwight Edwards

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Informal Invitations.*

Dear Sally,

As Bob is to be in town this week-end, the last time before our wedding, Mother is inviting a few of his friends and mine to a tea on Sunday afternoon from four to six. We both hope that you will be able to come.

Affectionately,  
Miriam

Dear Miss Grant,

I shall be delighted if you will take tea with me next Thursday afternoon about four-thirty. I have also invited the other members of the Drama Committee with the hope that we may be able to make definite plans for the year's program. You will be sure to have many helpful suggestions which we shall want to hear.

Yours sincerely,  
Dorothy K. Henderson

October the sixteenth

277 Park Avenue

Dear Theresa,

Won't you come to tea next Friday about five? As Jane and Barbara expect to be in town that day, it would probably be a good time for us to make plans for Eleanor's shower. We are counting on you to give us some original ideas that will make the party a success.

Yours sincerely,  
Katherine

Dear Bertha

This dear old home makes me feel as if I were living in the edge of my wood-and-swamp-lot! To "let Nature take her course" is, after all, the best way to make it lovely, and I want you to like it too. Will you spend the afternoon with me and a few of my country neighbors, next Wednesday? I shall serve tea soon after 4 o'clock. Any friend who would enjoy looking at an abandoned farm will be welcomed with you.

Cordially yours  
Annie

## PERSONAL INVITATIONS—FORMAL-INFORMAL

Dear Mrs. Roberts,

I am having some people in for tea on Thursday, April 30, at four o'clock and should be delighted to have you with us.

Our purpose is to discuss the Westchester Fête, about which you have no doubt heard a great deal. I feel your assistance will be very valuable, for you have always been so successful in conducting your own club dances.

I do hope you'll be able to come. It will be a pleasure to see you.

Sincerely yours,  
Adele Worthington



## CHAPTER V

ACCEPTANCES—FORMAL AND INFORMAL  
REGRETS—FORMAL AND INFORMAL  
NOTES OF APOLOGY



## CHAPTER V

### ACCEPTANCES—FORMAL AND INFORMAL REGRETS—FORMAL AND INFORMAL NOTES OF APOLOGY

Answers to invitations follow the form of the invitations. A formal invitation is answered in the third person with lines properly spaced as in the invitation; an answer to an informal invitation follows the form for informal social notes.

No answer is required to an invitation to a church wedding unless the invitation includes a reception or unless a reply is requested.

Formerly, no answer was expected to an At Home invitation. Today, however, as such receptions are so often held at hotels or clubs, where it is necessary to know the number of guests likely to be present, an answer is often requested.

Usually invitations, other than those for weddings and At Homes, should be answered.

Both the formal and the informal answers must always be written by hand, never engraved.

#### FORMAL ACCEPTANCES

##### *Of a Wedding Invitation.*

When a reply is requested to a formal wedding invitation, the note of acceptance may be worded as follows:

Mr. and Mrs. David Kennedy  
accept with pleasure the kind invitation  
of Mr. and Mrs. Harold La Farge  
to the marriage of their daughter  
and Mr. William Lent  
on Wednesday, the third of June  
at half past three o'clock

## HANDBOOK OF SOCIAL CORRESPONDENCE

A response must be made to an invitation to a church wedding if a breakfast, a luncheon, or a reception card is included.

Mr. and Mrs. Julius Turnbull  
accept with pleasure  
Mr. and Mrs. Douglas Grant's  
kind invitation to be present at the  
marriage of their daughter  
Marie Louise  
to  
Mr. Andrew Hoyt  
on Thursday the tenth of May  
at twelve o'clock  
and afterward at the wedding breakfast

### *For a Wedding Anniversary.*

Mrs. George Fulton  
accepts with pleasure  
the kind invitation of  
Mr. and Mrs. Thomas O'Donnell  
to be present at the  
Twenty Fifth Anniversary of their Marriage

### *Of an Invitation for Dinner and the Opera.*

Mr. and Mrs. James Fuller  
accept with much pleasure  
Mr. and Mrs. Adams'  
kind invitation for dinner  
on Thursday, December the second  
at seven o'clock  
and afterward for the opera

21 Pelhamdale Avenue

### *Of an Invitation for Dinner.*

Mr. and Mrs. Albert Winfield  
accept with pleasure  
Mr. and Mrs. Emory G. Blanton's  
kind invitation to dine  
on the evening of December the fifth  
at 15 Gramercy Park

## ACCEPTANCES—FORMAL AND INFORMAL

*Of an Invitation to a Luncheon for a Guest.*

Mrs. Julius Graham  
accepts with pleasure  
the invitation of Mrs. Burgess  
to luncheon and to meet Mrs. Strong

Mrs. George Hood  
accepts with pleasure  
Mrs. Mark Abbott Graham's  
kind invitation  
for Wednesday the tenth of June  
in honor of  
Mrs. James Brown Lawrence  
and  
Mrs. Edgerton Lee Norton

## INFORMAL ACCEPTANCES

*Of a Wedding Invitation.*

Dear Mary,

We greatly appreciate being asked to Marjorie's wedding and accept with pleasure. Both of us feel flattered to be included among the guests and to have Marjorie want us with her young friends.

Please assure her of our sincere good wishes for hers and Bob's happiness and our warmest affection for them both.

Affectionately,  
Barbara

*Of Invitations for Dinner.*

Dear Mrs. Rollins,

Dr. Waller and I are delighted to accept your very kind invitation to dine with you on Friday, June the twelfth, at seven o'clock, and are looking forward to that evening with great pleasure.

Yours sincerely,  
Elizabeth Waller

## HANDBOOK OF SOCIAL CORRESPONDENCE

My dear Mrs. Rollins,

There is nothing we should like to do more on Friday the twelfth than to dine with you and Mr. Rollins at the Ritz at seven-thirty and attend the play with you later. We are delighted to accept your very kind invitation.

Yours sincerely,

Elizabeth Waller

Dear Miss Godwin:

It gives me real pleasure to accept your kind invitation for dinner at the Century Club on June fourth. If I had any other engagement for that night, I should be tempted to break it. I don't have to do that, however, as my engagement book shows a blank which will be happily filled with your name.

Sincerely yours,

Alice Blake

Dear Mrs. Stanton,

It gives Mr. Winfield and me great pleasure to accept your invitation to dine with you on December the fifth.

Yours sincerely,

Marie Winfield

*or*

Dear Mrs. Stanton

Indeed we're coming to dinner with you on December the fifth. There is nothing we should like so much to do as to be with you that evening.

Sincerely

Marie Winfield

Dear Ethel,

Yes, indeed, I accept with pleasure your invitation to dinner and the theater next Thursday. I shall don my best bib and tucker, in other words, my old brown velvet. Pray that my wits liven up a bit and that nothing occurs to detain me as it did last week. You are good to ask me again, and I appreciate it.

Sincerely,

Elinore

## ACCEPTANCES—FORMAL AND INFORMAL

### *Of Invitations for a Visit.*

Dear Mrs. Bryant,

It is with pleasure that we accept your invitation for next Friday. We shall take the 4:45 train, as you suggest, and shall not forget the golf clubs this time.

The thought of a visit with you and a day out of town will buoy us up until Friday.

Sincerely,  
Irene Stearns

Dear Mary,

Not a thing will prevent our boarding the one-o'clock train for Scarsdale on Saturday. We are eagerly anticipating the pleasure of being with you over the week-end. It will be great fun having the Benhams there also.

Sincerely,  
Cornelia

Dear Mrs. Hilton,

Robert and I are looking forward with pleasure to our visit to you over the Fourth. We are delighted to be included in your party, for we know just how enjoyable is a week-end at your house.

We shall arrive about seven Saturday evening.

Sincerely,  
Greta Hillyer

### NOTES RECALLING ENGAGEMENTS

Notes canceling or postponing social functions may be handwritten, or, in connection with affairs to which many invitations have been issued, they may be printed. In an emergency when it is necessary to postpone or cancel an invitation, there is no time to have notes engraved.

Owing to the sudden death of their son

Mr. and Mrs. Edgar Bell  
recall the invitations issued for  
the marriage of their daughter  
Ethel Catherine  
on Tuesday the sixth of July

## HANDBOOK OF SOCIAL CORRESPONDENCE

*or*

Owing to the sudden death of their son  
Mr. and Mrs. Edgar Bell  
announce that the marriage of their daughter  
Ethel Catherine  
to  
Mr. Arthur Brooks Kernan  
will not take place  
on Tuesday the sixth of June

Mrs. Philip Howard regrets  
that owing to the recent death  
of Mr. Howard  
she is obliged to cancel  
the invitations for their daughter's wedding  
on the fourth of June

Mr. and Mrs. Alfred Douglass  
regret that the illness of their daughter  
makes it necessary for them  
to cancel their dinner arranged  
for Thursday, April the tenth

Owing to the sudden illness of their son  
Mr. and Mrs. Stephen Wallace  
are obliged to recall their invitations  
for Tuesday, the tenth of June

Mr. and Mrs. Nathan Rosenberg  
regret exceedingly  
that illness in the family  
prevents their receiving their  
friends at dinner  
on Friday the third of October

Mr. and Mrs. Richardson  
regret extremely  
that owing to the illness of Mrs. Richardson  
their dance is postponed

## ACCEPTANCES—FORMAL AND INFORMAL

### FORMAL REGRETS

#### *To a Wedding Invitation.*

When a reply is requested to a formal wedding invitation, the note of regret may be worded as follows:

Miss Nora Kennedy  
regrets that by reason of absence from town  
she will be unable to attend the wedding reception  
of Miss Louise Cummings  
and Mr. William Lent  
on Wednesday, the third of June  
at four o'clock

#### *To a Wedding Invitation and a Wedding Breakfast.*

Mr. and Mrs. Julius Turnbull  
regret exceedingly that they  
are unable to accept  
Mr. and Mrs. Douglas Grant's  
kind invitation to be present at the  
marriage of their daughter  
Marie Louise  
to  
Mr. Andrew Hoyt  
on Thursday the tenth of May  
at twelve o'clock  
and afterward at the wedding breakfast  
*or*

Mr. and Mrs. Julius Turnbull  
regret that they are unable to accept  
Mr. and Mrs. Douglas Grant's  
kind invitation for  
Thursday the tenth of May

#### *To an Invitation for a Luncheon.*

Mr. Arthur Branch  
regrets that he is unable to accept  
Mr. Jerome's kind invitation to luncheon  
in honor of Mr. Silas Lowe Gillespie  
on Friday, the twentieth of November

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *To an Invitation for Dinner.*

Mr. Walter Huntington  
regrets extremely that a previous engagement  
prevents his accepting  
Mr. and Mrs. Ashburton's  
kind invitation for dinner  
on Tuesday the second of January

Miss Mary Appleton  
regrets that she is unable to accept  
Mr. and Mrs. Frank Grafton's  
kind invitation for dinner  
on Wednesday the fifth of March

### *To an Invitation for Dinner and the Opera.*

Mr. and Mrs. James Fuller  
regret that they are  
unable to accept  
the kind invitation of  
Mr. and Mrs. Adams  
for dinner and the opera

### *To an Invitation for a Dinner or for a Dance.*

Mr. and Mrs. Arthur Wright Cogswell  
regret that a previous engagement  
prevents their accepting  
Mrs. Henry Beekman's  
kind invitation for  
Friday the eleventh of February

### *To an Invitation for a Dance.*

Judge and Mrs. Allan Williams  
regret that they are unable to accept  
the kind invitation of  
Mr. and Mrs. G. Hamilton Crane  
to be present at the dance  
in honor of their daughter  
on Tuesday evening the fourth of June

## ACCEPTANCES—FORMAL AND INFORMAL

*To a Garden Party.*

Mrs. George Hood  
regrets that a previous engagement  
prevents her acceptance  
of Mrs. Mark Abbott Graham's  
kind invitation  
for Wednesday the tenth of June

### INFORMAL REGRETS

*To an Invitation to Dinner.*

Dear Mrs. McKinley,

Henry and I appreciate your invitation to dinner on the tenth, and it is with sincere regret that we find we have another engagement on that date.

With many thanks for your thought of us,

Irma Carrington

Dear Miss Brooks,

Very sorry I can't come to dinner on Tuesday, as I am home only for the week-end. This is one occasion when I think week-ends should extend to Wednesday.

With genuine regret,  
George Howard

Dear Mrs. Pond,

We are so sorry that a previous engagement prevents our dining with you on Thursday the tenth.

I only wish it were possible for us to be in two places at the same time. As it is not, we must forego the pleasure of being with you, but we do appreciate your kind invitation.

Yours sincerely,  
Stella Reed

Dear Mrs. Peterson,

Since accepting your kind invitation to dinner on January the fifth, we have learned of the serious illness of my father and must leave for Toronto at once.

We regret that we are unable to be present and enjoy your delightful hospitality.

Sincerely,  
Roberta Lewis

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Mrs. Alden,

As Mrs. Walter has suddenly been called to Washington, she has asked me to let you know that she deeply regrets her inability to be present at your dinner to be given on March the fifteenth.

Yours sincerely,

Julia Freeman

Secretary to Mrs. Walter

Dear Adelaide,

How gratefully I should accept your invitation to dinner next Sunday if I had not already tied myself to town by a promise to play the accompaniment for a friend who is to sing at a Sunday afternoon musicale. Please ask me again. I am disconsolate at the thought of not seeing you and your husband and your adorable children and your lovely garden. Why did that engagement have to be this week?

Regretfully,  
Martha

### *To an Invitation to Luncheon.*

Dear Mr. Lippincott,

I have just returned from California and find on my desk your kind invitation for luncheon on Thursday. Unfortunately, my engagements will prevent me from accepting, but I wish to assure you of my appreciation of your courtesy in inviting me to meet Mr. Eliot, whose acquaintance I've long wished to make.

Sincerely yours,  
Keith Hunter

Dear Mrs. Greene,

As I am motoring to Florida with my husband on a long-planned trip, I cannot accept your kind invitation to luncheon on May the third.

I regret this very much and am sorry not to meet your friends from Washington.

Sincerely,  
Mildred Harris

## ACCEPTANCES—FORMAL AND INFORMAL

Dear Mrs. Blaine,

Thank you very much for your invitation to luncheon on May the twelfth. I regret that I shall not be able to accept since Mr. Cross and I are starting on a motor trip to Florida on the tenth. It is a real disappointment that we shall miss such a delightful occasion.

Yours sincerely,  
Rose Murphy Cross

*To an Invitation to a Home Wedding.*

Dear Cornelia,

Lewis and I are so disappointed that we are unable to accept the invitation to your wedding. We have been looking forward to seeing you and to wishing you and Harry every happiness. Unfortunately, in July, during Lewis's vacation, we are going to New England, where we have planned to visit my mother.

However, although we cannot be present to do it personally, we want to express our best wishes for your future happiness.

Sincerely,  
Louise

*To an Invitation for a Trip.*

Dear Pauline,

I am disappointed and so is Howard that we cannot join you on the trip next week. Since Howard's vacation is postponed for a month, we cannot leave town until August. It was wonderfully kind of you to ask us, and we both regret that work often interferes with pleasure as it does in this case.

With best wishes for an enjoyable trip,

Mabel

Dear Jessie,

It is always such a pleasure to go to Barberry Lodge that I cannot tell you how sorry I am that work chains me in the city the week of the twelfth. With my book coming out in a few weeks, I am busy correcting proof and need to keep in touch with the publishers. Only necessity would hold me to the job in this weather or prevent me from visiting you.

My regards to Jack and appreciative thanks for the charming invitation.

Sincerely,  
Eleanor

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Hazel,

I wish I could accept your tempting invitation for Saturday. It would be a great pleasure for me, and Bill would enjoy it, too; but, unfortunately, we are having repairs made on our house which will necessitate a conference with the architect Saturday afternoon, the only time he and Bill can get together.

Thank you so much for inviting us, and believe that we both are disappointed not to be able to accept.

Regretfully,  
Elissa

### *To an Invitation for a Week-end.*

Dear Mrs. Graves,

Although it would refresh and cheer me to spend the week-end with you and your family, I must deny myself that pleasure because Stern Duty has a firm grip of my hand just now and is leading me away from my friends and their pleasant firesides. She insists that work must be my only companion until I finish the annual report which must be in the hands of the printer next Tuesday.

You must know that I regret my inability to accept your tempting invitation and that only necessity compels me to decline.

Sincerely,  
Allan Underhill

Dear Agnes,

We have been looking forward with much pleasure to a visit with you and are greatly disappointed that we cannot accept such a tempting invitation for next week-end. As my sister, whom I have not seen for five years, plans to be with us at that time, we must remain at home.

We hope we may be asked again. You know how much we always enjoy our visits to Bedford Hills and those hard-fought games of bridge.

Francis sends his regards to you both and declares that only a visit from an in-law would prevent his accepting!

Sincerely,  
Irene

## ACCEPTANCES—FORMAL AND INFORMAL

*For Missing a Caller.*

Dear Barbara,

What a disappointment it was to find your card on my desk when I returned from my afternoon shopping trip, which, incidentally, lasted well into the early evening. A disappointment? More of a tragedy since I haven't seen you for weeks and weeks.

When you receive this note, won't you telephone me and let me know the very next afternoon you have free? I promise to entertain you royally.

I shall await your message impatiently.

Affectionately,  
Frances

Dear Joan,

I was very much disappointed when I discovered that you had called last Saturday evening while I was away.

I found it doubly tragic because I was unable to go out all last week until Saturday. And, of course, that was the day for your so very rare and very welcome visit.

Please come soon again, for I should love to see you.

Sincerely,  
Marcia

Dear Brownell,

I was so sorry not to have been in town when Charles Collins of Boulder called. Mr. Holburn, my secretary, however, was very glad to talk with him and show him through the Building.

Now I just wish that you would scare up a lot more of your friends, because that would mean I had a chance to hear from you.

With all good wishes, I am

Sincerely yours,  
Douglas Cameron

## HANDBOOK OF SOCIAL CORRESPONDENCE

### NOTES OF APOLOGY

Dear Mrs. Edgeworth,

On the way home last Saturday after my meeting with you on Fifth Avenue, I suddenly remembered an engagement to dine with Mr. and Mrs. Anthony at the Park Central next Thursday. Please forgive me. Both Richard and I are disappointed not to be able to play bridge with you on that evening and to see your new home that I've heard so much about from my sisters. We hope we shall be asked again when the fates will be kinder to us so that we may accept.

Yours sincerely,  
Nancy Edison

My dear Mrs. Woodbury,

Confusion and mortification do not stop at covering my face. They cover me from head to foot. You have my absent-mindedness at its worst, and at its most absent.

My solitary breakfast was a cold, cheerless crust of toast and a cup of coffee to match, on a corner of the only table left in sight by the painters. It was not until eleven-twenty that with two pangs, one of hunger and one of disappointment, I remembered that breakfast with you was to have been this day's only bright spot,

Will you forgive me? Will you consider me punished enough? And is it too much to hope that one fine day you will heap the proverbial coals, in the shape of waffles on my plate? Should you do so, I shall come the night before to sit on your doorstep until the breakfast hour.

Very humbly,  
Ann Cowley

Dear Grace,

Stupid! Stupid!! Stupid!!! I'm sure that's what you are saying about my mistake of last evening. And you are right. I waited for you at the Roosevelt until eight and then suddenly remembered that we had changed our place of meeting to the Biltmore. I rushed over there, but too late to catch you.

Please forgive me. I'll promise to be the soul of accuracy if

## ACCEPTANCES—FORMAL AND INFORMAL

you'll have faith in me again. To prove your forgiveness won't you have dinner with me next Thursday about seven-thirty at the Commodore? I am writing the time and place in my engagement book now, so I can't make such an inexcusable mistake again. Do come. I shall be dreadfully disappointed if you don't.

Sincerely,  
Violet

Dear Mrs. Fowler,

My forgetfulness of yesterday is so inexcusable that I can only ask your forgiveness and tell you that I am sincerely sorry that I failed to keep our engagement.

Won't you have dinner with me at the Park Central next Tuesday at seven and give me a chance to explain my stupidity?

Sincerely,  
Roslyn Greene

Dear Mrs. Howard,

How shall I apologize for yesterday! This morning it suddenly occurred to me that I had forgotten our engagement to dine together.

I am ashamed and disappointed. My only excuse is that I became so absorbed in committee work I was doing that I completely forgot everything else.

I hope you will forgive me and prove your forgiveness by consenting to have luncheon with me at my apartment next Tuesday.

Sincerely,  
Sally Montague

Dear Mrs. Horton,

I can't tell you how sorry I am for my mistake of Tuesday. After accepting your invitation to play bridge on March fourth, I was much embarrassed this morning to recall that I had already made an engagement for that afternoon. Please forgive me and believe that I regret exceedingly that I cannot be present.

Sincerely yours,  
Caroline Day



## CHAPTER VI

GREETINGS AND CONGRATULATIONS



## CHAPTER VI

### GREETINGS AND CONGRATULATIONS

Pages have been filled with descriptions of the Romance of Carrying the Mail, from the slow "special delivery" of the runner of ancient times to the lightning speed of the air mail today.

Little, however, has been said of the Romance of Writing the Mail itself. And yet what happy messages, running through the gamut of all human feeling, do those white pages carry to friends or bring to us! They tell of pleasure at hearing of the happiness of others. They bear on swift wings congratulations for high achievements. They keep friendships warm by their timely greetings.

In such letters we may assure our friends, as did Thomas Gray in writing to an Eton friend, that they occupy a first row in the front box of our hearts.

Everyone has, at one time or another, to write congratulatory letters and greetings on joyous events. An engagement, a marriage, a birth of a child, a birthday, a college commencement, are but a few of the occasions when a letter of congratulation filled with good wishes may be sent.

The phrasing may have the dignity of formality if the occasion warrants it, or it may show a delightful informality, written as naturally as one talks. A greeting, personal, sincere, and generous, will be sure to receive a welcome.

*Bon Voyage.*

Dear Ruth,

Bon Voyage, and Hurry Back. And come on the fastest ship afloat, for with you and your various trunks, your weekend, overnight, Gladstone and handbags, your passports, your

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travelers' checks and what not on the open sea, this town and country can be nothing but empty and dull. So pin the return ticket for that fastest ship to yourself somewhere. Lose anything else, not that.

In the meantime, let the sea have its way with you. Sleep early and late. Let no one on board ship know what a good listener you are, or you will be listening to everything except the waves.

When you land "amuse yourself well" in the French idiom, and after your own fashion. And when in Tours, do, I pray you, eat more little cakes every afternoon than you should, three extra ones for me, each day.

But a word to the traveler, as to the wise, is useless; I shall not continue, therefore, my do's and don't's. After all it is *your* trip and *your* digestion. Anyway, the gods that be, grant that both on land and sea the trip be the happiest one yet booked, and the digestion the strongest that ever coped with foreign fare.

I send you as a Bon Voyage greeting, nothing, no flower, no book, no fruit, no bonbon, no useless article, nothing. An omission which I regret, and which is due to my procrastinating tendencies. This is one of the times when procrastination does not pay, for here I am having no share in ministering to the comfort or the pleasure of your voyage—

But Bon Voyage just the same,  
and Hurry Back.

Mary

Dear Frances,

I can't possibly come down to the boat to see you off, and I'm indeed sorry. But perhaps a note is best, for I have you all to myself. I am so glad that you are going on a pleasure trip, one that you have looked forward to so long.

May I give you a "hint" that an experienced traveler gave me? She suggested that I memorize the scenes I enjoyed. "Close your eyes," she advised, "and try to remember what lies around you; but if you can't remember, look around once more and close your eyes again. The impression will then remain with you always to enjoy as long as you live."

With joyful wishes for a bon voyage,

Sincerely,  
Judith

## GREETINGS AND CONGRATULATIONS

Sbysd \*

Dear Maybel,

That's a nice collective proper noun to include you both—May and Mabel.

So—you are off to Norway—the land of the midnight sun, of gloomy eff-jords, of Ole's and Ole's sons.

I envy you, of course, but being envied is part of the fun of being able to go; and also, of course, I hope you will enjoy yourselves as much as I should—but not more!

I am sorry I haven't your itinerary (or "itnery" as some traveling acquaintances persisted in calling it: "What does it say in the itnery?" was the question interpolated between hands of cards) to see where I'll hear from you. I am hoping to receive cards from hither and yon—especially "yon," please.

Most of all, I am wondering if you will feel the solemnity in the scenery of Norway that we feel in that of Alaska. Certainly it cannot be exceeded. One thing—you are two fine people to report on traveling—May with her photographic memory, and Mabel with her cryptic comments. How I shall want to see you just as soon as you get back from this, which will, like each trip in turn that you have taken, be your most wonderful trip!

Happy contacts from initial gangplank on, to final gangplank off!

Affectionately,  
Katharine

\* Sunday before your sailing date.

Dear Emma,

This is the first time in several years that you have sailed without my handkerchief waving among the multitude on the pier. But when a lady is a poor, hard-working one like myself, the pleasure of saying "bon voyage" in person must be foregone for the business of being at my desk. You can imagine my regulating commas and semicolons, with one part of my mind seeing the boat pull out from the dock. Look for all my good wishes perched on the highest points waving you on with rose-colored handkerchiefs!

The messenger who brings you this brings too a frivolous book to while away the few hours when you don't wish to even think. You ought to be all rested when you arrive in London. Pat the lions in Trafalgar Square for me, won't you?

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Somehow they seem to symbolize London for me as the lions in front of the public library are a real part of New York for me.

I'm sending a letter to Captain Perry which will bring to your door a charming English gentleman with whom you'll enjoy exploring London. And, as you go about, all your delightful first impressions will be shared by the spirit of the one who wished to go too!

My love to you,

Olive

Dear Sybil,

It makes me quite happy to have a chance to write you a steamer letter at this time. The trip will be good for you and I'm sure that tact, discretion, self-restraint, and all the fine traits of my good old friend whose life-experience has made her what she is, will make the meeting with all kinds of people enjoyable and beneficial. Please do your best to induce the Europeans to think well of Uncle Sam. He's probably doing his best to "struggle through dark ways." With all his limitations, I love him. Don't you?

Here's my wish sincere for a good voyage, for pleasant experiences, and for a happy issue out of all attendant circumstances which might be "bad luck" if they weren't often necessary to a really good time!

My repeated good wishes for every possible good—along with the luxury of freedom from work and responsibility for a season.

Anne

### *On an Engagement.*

Dear May,

I'm gladder than glad that it's Tom. He's a grand person, and together, the two of you will be able to "take on" this old universe in style.

All the happiness in the world to you both.

Lovingly,  
Dora

## GREETINGS AND CONGRATULATIONS

Dear Nancy,

The family have commissioned me to send you our very best wishes for your happiness.

Although we don't know Mr. Cummings, we have heard so much about him from the Browns that we are eager to make his acquaintance.

Won't you make your wedding tour include Briarcliff that we may meet him and give him our congratulations personally?

The heartiest good wishes and love from us all,

Affectionately,  
Leah

Dear Dolly,

Last night I heard from Bess of your engagement to Jim. I am delighted, for it seems the perfect engagement. With such congenial tastes, wonderful dispositions, and ability to see the other person's point of view, I'm sure the years ahead will be filled with happiness and real companionship.

You know I wish you both smooth sailing and fair winds on a long and joyous voyage on the good ship Matrimony.

Lovingly,  
Aunt Diane

Dear Bert,

I haven't had the chance to meet the lucky girl as yet, but if you picked her, she must be a winner!

Good luck to you both!

Sincerely,  
Kathleen

Dear Williams,

I am delighted to hear the good news which your letter brought me this morning—that you are going to be married soon to "the best girl in the world." You have my heartiest congratulations and, of course, my best wishes.

Your marriage will, I am confident, be a successful one. It will give you a feeling of contentment and inspiration also, and will deepen the enjoyment of life in every way.

Please give my happy wishes to Helen and tell her for me, if your modesty permits, that she will never regret accepting one of the finest men I know.

Yours ever,  
James Watson

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Dear Ursula,

It was very happy news I received in this morning's mail—your engagement to Tom Mathers. I'll confess it wasn't wholly a surprise, for I had long cherished a hope that you two might find yourselves so necessary to each other's happiness that you would decide you must be together always.

As I watched your friendship grow, my hope seemed about to be fulfilled. Today's note confirms it as the truth, and it makes me very glad. You will be happy together, for you both possess an unselfish philosophy of life and a fine attitude toward its responsibilities and joys.

My happiest wishes are yours—now and always.

Your mother's friend and yours too,  
Judith Madison

### *On a Wedding Anniversary.*

Dear Mrs. Primrose,

Mr. Snow and I congratulate you and your husband upon your twenty-fifth wedding anniversary, a quarter of a century of honor and worthy achievement for you both. May you live to celebrate your diamond anniversary and may each succeeding year bring you the happiness you so richly deserve!

Yours sincerely,  
Ellen Robinson

### *On the Birth of a Daughter.*

Dear Amelia,

I am delighted that you have a daughter and that I am invited to see you both next Wednesday. I shall arrive promptly at two and promise to live up to the most modern methods of greeting newly arrived babies although I know I shall long to kiss and hug her.

I am looking forward to seeing you both.

Affectionately,  
Grace

## GREETINGS AND CONGRATULATIONS

### *On the Birth of a Son.*

Dear Mrs. Frost,

Your announcement of the arrival of Anthony, Jr., and of your own good health filled us with happiness. We wish for you years of joy and delightful companionship. Our congratulations to you and to Anthony, Sr., who must be a proud husband and father.

Sincerely,  
Anna B. Stetson

Dear Sally and Bill,

That son of yours is certainly grand! I do believe he's the handsomest little gentleman I've ever seen!

He wisely chose Sally's blond curls and Bill's brown eyes. Such a happy combination! He's the loveliest baby, and I wish the three of you all the happiness in the world.

Lovingly,  
Florence

Dear Norma,

Congratulations to you both on the safe arrival of David. When the good news reached home, we all gave thanks that you two had decided to keep the name of David in the family.

It always seemed a shame to me that none of the boys of our generation bore their grandfather's name. David should be very lucky: first, because you are his parents, and secondly, because he is named for his illustrious grandfather.

My love and best wishes to all three of you!

Rachel

### *Birthday Greetings.*

Dear Bishop Nelson:

Here once more is your birthday. May I express my heartfelt wish for your happiness, good health, and continued success.

It is with deep pleasure that I recall the long years of our association and the great honors that have so often and so deservedly come to you during those years.

Mrs. Roberts sends her greetings with mine, and we hope that you will soon be making a trip to New England.

Yours sincerely,  
Parker T. Roberts

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Dear Margaret,

My goodness, how time does fly! Here it is May first already. This day may be just any day to nearly everyone, but I know that in the Anderson house it is a great occasion. Why? Because it is Margaret Anderson's birthday, and this year a very special one. Let me send you my very special wishes for the happiest day you have ever spent and also my wish for many more days just as joyful.

With love to "Miss Sweet-Sixteen"—

Paula

Dear Agnes,

Congratulations, congratulations! And what a lovely day for an extra-special occasion—your birthday!

Here's hoping you have many more happy, bright birthdays.

Love,  
Dot

Dear Laura,

It's your birthday once again, and once again I find myself wishing you the very bestest best. Do you know—each year I sincerely believe that I'm sending you the very best, but somehow each time the best becomes "bester." And there we are!

I hope I shall always be able to ship you cargoes of good luck aboard the S.S. *December 4*.

Affectionately,  
Kay

### *Reply to Birthday Greetings.*

Dear Anne,

You are good, as usual, to remember my unfortunate birthday, and I look forward to seeing you and Erna tomorrow evening. You are one of the people who keep the framework of things up. Things don't rattle down and fall in heaps around—figuratively; for you do sometimes drop material things. On the Day of Judgment I shall expect to see you rise self-respectingly, put your bones in becoming order, gather some demoralized sinners around you and enter decorously and with cheerful talk into the pearly gates. Meantime I thank you for remembering me among your multifarious duties.

Affectionately yours,  
Katherine

## GREETINGS AND CONGRATULATIONS

*Christmas Greetings.*

Dear Mrs. Blanton,

It seems to me that the Christmas Season is a time set apart for doing all those little acts of kindness which one doesn't have time for during the rest of the year. It is a time for sweeping out the dark corners of our conscience, so that we may start the New Year with a cleaner—and therefore a lighter—heart. It is a time when friendships never forgotten, can be renewed; so I'm making use of the Season to greet you. I'd like to do it in person, but since that is impossible, I shall have to let a few written words accomplish my mission. "With best wishes" is a rather trite expression, but it comes straight from my heart—to you.

Yours sincerely,  
Ethel Carter

A unique letter of greeting to a child on his first Christmas.

London, Christmas, 1915.

Sir:

For your first Christmas, I have the honour to send you my most affectionate greetings; and in wishing you all good health, I take the liberty humbly to indicate some of the favours of fortune that I am pleased to think I enjoy in common with you.

*First*—I hear with pleasure that you are quite well content with yourself—not because of a reasoned conviction of your own worth, which would be mere vanity and unworthy of you, but by reason of a philosophical disposition. It is too early for you to bother over problems of self-improvement—as for me it is too late; wherefore we are alike in the calm of our self-content. What others may think or say about us is a subject of the smallest concern to us. Therefore they generally speak well of us; for there is little satisfaction in speaking ill of men who care nothing for your opinion of them. Then, too, we are content to be where we happen to be—a fact that we did not order in the beginning and need not now concern ourselves about. Consider the eternal coming and going of folk. On every road many are travelling one way and an equal number are travelling the other way. It is obvious that, if they were all content to remain at the places whence they

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set forth, the distribution of the population would be the same. Why therefore move hither and yon at the cost of much time and labour and money, since nothing is accomplished thereby? We spare ourselves by being content to remain where we are. We thereby have the more time for reflection. Nor can we help observing with a smile that all persons who have good reason to see us themselves make the necessary journey after they discover that we remain fixed.

Again, people about us are continually doing this service and that for some other people—running errands, mending fences, bearing messages, building, and tearing down; and they all demand equal service in return. Thus a large part of mankind keeps itself in constant motion like bubbles of water racing around a pool at the foot of a water-fall—or like rabbits hurrying into their warrens and immediately hurrying out again. Whereas, while these antics amuse and sadden us, we for the most part remain where we are. Hence our wants are few; they are generally most courteously supplied without our asking; or, if we happen to be momentarily forgotten, we can quickly secure anything in the neighbourhood by a little judicious squalling. Why, then, should we whirl as bubbles or scurry as rabbits? Our conquering self-possession gives a masterful charm to life that the victims of perpetual locomotion never seem to attain.

You have discovered, and my experience confirms yours, that a perpetual self-consciousness brings most of the misery of the world. Men see others who are richer than they; or more famous, or more fortunate—so they think; and they become envious. You have not reached the period of such empty vanity, and I have long passed it. Let us, therefore, make our mutual vows not to be disturbed by the good luck or the good graces of others, but to continue, instead, to contemplate the contented cat on the rug and the unenvious sky that hangs over all alike.

This mood will continue to keep our lives simple. Consider our diet. Could anything be simpler or better? We are not even tempted by the poisonous victuals wherewith mankind destroys itself. The very first sound law of life is to look to the belly; for it is what goes into a man that ruins him. By avoiding murderous food, we may hope to become centenarians. And why not? The golden streets will not be torn up and we need be in no indecent haste to travel even on

## GREETINGS AND CONGRATULATIONS

them. The satisfactions of this life are just beginning for us; and we shall be wise to endure this world for as long a period as possible.

And sleep is good—long sleep and often; and your age and mine permit us to indulge in it without the sneers of the lark or the cock or the dawn.

I pray you, sir, therefore, accept my homage as the philosopher that you are and my assurance of that high esteem indicated by my faithful imitation of your virtues. I am,

With the most distinguished consideration,

With the sincerest esteem, and

With the most affectionate good wishes,

Sir,

Your proud,

Humble,

Obedient

Granddaddy.

To Master Walter Hines Page,  
On Christmas, 1915.\*

### *On Graduation.*

Dear Rose,

I congratulate you on receiving your coveted A.B. after completing your course at Barnard. You have enjoyed every bit of it, I am sure, hard work and all. To have spent four years in college is a great privilege and adds to the enjoyment of life itself. It gives one a different outlook and philosophy by which to be guided. And it adds to one's responsibility too.

I'm sure you will measure up to all that we expect of you and I am proud of you.

Sincerely yours,  
Millicent Ross

Dear Miss Warren,

May I send you my congratulations upon your graduation from Skidmore? We are all very proud of you and wish you every success.

Sincerely,  
Leonore Watkins

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Dear Miss Lawrence:

Allow me to congratulate you on your being graduated with such high honors. It is a source of great pride to your many friends that you are to appear on the commencement program and that you have received such recognition of your work.

Yours sincerely,  
Valerie Peters

Dear Miss Campbell,

No doubt you have received dozens of letters congratulating you on your graduation from Mount Holyoke. Although this is still another one, I want you to know that I, too, sincerely congratulate you and wish you the best of success in whatever work you undertake.

Sincerely,  
Norman B. Cole

### *On Being Awarded Prizes.*

Dear Miss Barber

What a pleasure it is to learn that you have been awarded the \_\_\_\_\_ Prize! I can think of no one who is more deserving.

My sincere congratulations!

Yours sincerely  
Anna R. Thomas

Dear Mr. Atwell:

Your splendid service to humanity needs no praise from the world, but it is a pleasure to your many friends to have this service recognized by the award of the \_\_\_\_\_ Prize. May I offer you my sincere congratulations on this award which you have so justly earned!

Sincerely yours,  
Hugh W. Gregory

Dear Mr. Stone

The news that you have been awarded the \_\_\_\_\_ Prize has given me real joy. You have distinguished yourself in many fields of social work and have always encouraged every progressive movement. To have received the Award in the cause of peace fittingly crowns your achievements. Accept my hearty congratulations.

Yours sincerely  
George R. Barnard

## GREETINGS AND CONGRATULATIONS

Dear Dean Cooper:

I wish to send you at once my congratulations upon the awarding of the \_\_\_\_\_ Prize. It must be a very great pleasure and satisfaction to you to have your work recognized. You may be sure that your friends and those who have followed and admired your long years of service are more than pleased to know that you have been thus signally honored. May the future bring you even greater recognition of your work for the betterment of the world, and may you live long to enjoy the leisure which this award will afford you.

Yours sincerely

John B. Woodruff

Dear Dr. Elpern:

I read the announcement of the \_\_\_\_\_ Prize winners in this morning's *Times* with extreme pleasure although without surprise. To be a winner of such a great award is without doubt a high honor and a much-coveted one. But even that is small reward compared to a rich life of fine work, great accomplishment, and fine spirit. One feels that, after all, this is a world of justice and fairness—a world in which great achievements stand out and are given recognition.

May I offer you my congratulations along with those of countless others.

Yours respectfully,  
Jacob Levy

### *On Winning Awards.*

Dear Henry,

I am sincerely happy that you were chosen for the \_\_\_\_\_ Award and send you my heartiest congratulations on this occasion which has made us all very proud.

Always with best wishes,  
Leonard Brown

Dear Professor Miles:

May I join the many who are now offering you their sincere congratulations? To have received the \_\_\_\_\_ Award is to have gained the recognition of the world who look eagerly for leaders of high ideals. I only wish there were more like you.

Yours sincerely,  
Ernest L. Drake

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### *On Winning a Scholarship.*

Dear Elizabeth,

Yesterday I saw your name in *The Times* as a winner of the Dalton scholarship. That, indeed, is good news, but no more than you deserve.

Mother joins me in congratulating you and in best wishes for the year of study and travel that awaits you.

Yours sincerely,  
Janet

### *On Receiving an Honorary Degree.*

Dear Dean Carney:

May Mrs. Warner and I congratulate you on the honorary degree conferred upon you by \_\_\_\_\_ University? We, like all of your friends, are glad that this public recognition has confirmed our opinion of your scholarship held these many years.

Yours sincerely,  
Harold T. Warner

My dear Mr. MacArthur:

As a fellow townsman and associate with you in many local enterprises, it gives me pleasure to congratulate you on the academic honor conferred upon you yesterday by the University.

The degree of Doctor of Science is appropriately bestowed upon one who has accomplished so much for public health and recreation, and for the preservation and creation of beauty, through city and county planning. Especially near to my interest, as you know, is the great system of county parkways, which owes much of its usefulness and varied beauty to your engineering skill, and to your artist's vision of the present and of the future possibilities.

As I happened to be in the audience at the time when the degrees were conferred, I felt stirred with pride and pleasure when my friend and associate was addressed by the President of the University, his accomplishments praised, and the symbolic hood bestowed.

The University does well to honor men and women of such distinguished service for the public welfare.

I respectfully salute the new Doctor of Science!

Cordially yours,  
Louis Millikan

## GREETINGS AND CONGRATULATIONS

Dear Anne Gray,

The news has just come that you are to be honored by the degree of Doctor of Letters from your alma mater. How happy I am! An honorary degree has always reminded me of the symbol of knighthood conferred for brave deeds and chivalrous actions. And, dear Anne Gray, I know of no one who deserves it more or who will wear it more gracefully.

Most sincerely yours,  
Venetia White

### *On an Election.*

Dear Mr. Hanson:

Now that the election is over and success is assured, may I not extend to you my congratulations and also tell you how proud I am to be associated with you. Whether the future is peaceful or stormy, I am glad to think that we are to stand together and tackle the work with united efforts.

Faithfully yours,  
Alexander P. Murphy

Dear Mr. Dowell:

The good news of your election reached us last night and gave both Mrs. Forbes and me much pleasure. We congratulate you most sincerely on your election, an indication that the voters appreciate your judgment and your desire to promote the general welfare by proposing sound legislation.

With best wishes for your continued success,

Yours sincerely,  
Wallace L. Forbes

### *On a Play.*

Dear Mr. Blake:

It gives me great pleasure to say how much we all enjoyed the play last night. It certainly has a novel theme and challenges attention always. We especially enjoyed the sincere wholesomeness of the plot and its tender, human sentiment which affords just as real a picture of life as is found in the so-called realistic drama of modern scenes in city and country life. I congratulate you cordially.

Sincerely yours,  
J. T. Powell

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### *On a Book.*

Dear Professor Dawson

May I congratulate you on your valuable and comprehensive new book. What a title! I wish I had thought of it first, but even so I should never have been able to think up all those rules and suggestions. I am sure it will be a great success, for its material is so complete, accurate, and worth while. It will be a help in time of need to many a correspondent, editor, and secretary.

Yours sincerely  
Marshall T. Lyon

Dear Professor Moss:

May I not express my appreciation of your success in completing your anthology? The collection shows taste and discrimination combined with courage in discarding many of the usual selections and in including many of the modern poets.

I have given the copy you sent me a hearty welcome and shall treasure it as a very valued addition to my library.

Yours sincerely,  
D. R. Berger

### *On the Format of a Magazine.*

Dear Mr. Crosby:

Congratulations on the new format of the *M. L. R.* Regardless of make-up, the *M. L. R.* is always delightful and stimulating.

Yours sincerely,  
Allen N. Prichard

Dear Mr. Crosby:

Congratulations on the improved make-up of the *M. L. R.* It is much more usable and impressive than the old style. In my opinion no other magazine compares with it in content and appearance. I welcome it with pleasure each month and shall enjoy it more than ever in its new form.

Yours sincerely,  
Benjamin Cohen

## GREETINGS AND CONGRATULATIONS

*On Business Success.*

Dear Frances,

The good news of the success of your business venture came to me through our common friend, Barbara West. Such adventure into business means courage, imagination, and vision. Your friends always knew you had those qualities, but never guessed your flair for finance. We are delighted you've made good and trust the dollars will continue to roll into your till.

Yours sincerely,

Elsie

Dear Ben,

Only today I learned of your good fortune in receiving the appointment as president of the Moon Company. I congratulate you most heartily and wish you every success. There isn't a soul who could make a better job of keeping the company up to its former high standard of efficiency. May the work be hard enough to be interesting, but light enough not to be a burden. At any rate, I take an old friend's pleasure in congratulating you and wishing the best for you.

Yours sincerely,

Frank

Dear Paul,

I learned today of your good fortune in being appointed secretary to Mr. Bowen. It seems to me it is a real opportunity with worth while work, a chance to use your initiative, and an excellent organization with which to be associated.

With best wishes,

Julian L. Glasgow

Dear Miss Earhart:

May I congratulate you on a most magnificent achievement.

"Congratulations" seems an entirely inadequate expression, but, not being literarily inclined, I can think of no other.

I envy you your tremendous courage and capabilities. In fact, am full of admiration.

The modest quiet way in which you have prepared and accomplished the magnificent flight has done and will do an enormous amount to further aviation, especially from the feminine point of view.

Again all the congratulations possible. I hope to have the pleasure of meeting you next Thursday.

Yours sincerely,

Winifred E. Spooner

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## **CHAPTER VII**

### **NOTES OF APPRECIATION**



## CHAPTER VII

### NOTES OF APPRECIATION

The happy art of letter writing is revealed particularly in letters of appreciation. In such we aim to please by what we say. We thank a friend for a kindness shown, for a word of praise spoken on a timely occasion, for hospitality generously given. We express our appreciation of a gracious act; our delight at hearing, through the courtesy of a friend, a great opera or a fascinating play; our pleasure at listening to an interesting program over the radio; our opinion of great public service.

No letter affords so much pleasure to the writer or the receiver as the one that speaks gratitude and appreciation for what others have done.

It need not be long. Indeed, often merely a brief note is sufficient. It is the sincere desire of the writer to show his appreciation, rather than a long letter, that pleases. If he can also write charmingly and naturally, the letter will be treasured all the more. It should convey the impression that there is nothing one wishes to do quite so much as to sit down to write the appreciation that one feels.

#### *For Hospitality.*

Dear Norma,

A fine drive, and home again, a bit tanned and filled with regrets.

Last week-end at your cottage was the most enjoyable I've had in many moons, but fleeting, like unto most of earth's joys.

Mother speaks vaguely about renting a cottage in the mountains next summer. "I really would, Jo," she said, "if it were

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not for the snakes and wild animals and burglars, and then, of course, there might be a forest fire. No"—with a regretful sigh—"I guess it would be wiser not to." But I have not yet despaired: there are such things as fire extinguishers, and I have been told that a snake will not crawl over a rope.

By a single convincing argument, you have won the debate between

- (A) the cliff dweller and
- (B) the city dweller

on the respective merits of their dwelling places. "B" is entirely vanquished.

The city dweller extends sincere thanks for the kind hospitality shown her and craves opportunity to reciprocate.

Affectionately,  
Josephine

Dear Isabel,

I am about to write to all the Emily Posts in the world to suggest to them that they have not included in their remarks on the perfect hostess that no such hostess permits a shivering guest to go forth into the night and the uncertainty of Pullman travel unequipped with a hot-water bottle—no matter what a trial, what a care, or what a general nuisance the departing guest has been. The hot-water-bottle favor really filled my cup, which was already pressed down with kindness to overflowing, not literally—fortunately for my bag. But it was a comfort.

You may have your reward in heaven, though I doubt whether even heaven pays you in full—surely not with interest.

With love,  
Sondra

Dear Emily

In this case, I don't have to pray, "O Lord, make me truly thankful." I am that already—and to you for many things—a happy and delicious Thanksgiving dinner, a charming and sad movie, warm and welcome shelter, are but a few of what I might mention. I am so often made comfortable by your generous hospitality that I am not sure that it would not be a good idea for me to write one splendid form letter—and keep it on hand—just for you.

Affectionately  
Maria

## NOTES OF APPRECIATION

Dear Alice

As so often, I am grateful to you for many things—a gracious welcome, a happy sojourn, a nice cousin, and your almost ubiquitous charge account. Thank you again—and from my heart up.

Lovingly  
Lucy

Dear Mary

I missed you after you set out for Ithaca, but I went right on enjoying your bed and shelter and Frigidaire and latchkey, which I put back in the drawer where I found it. Thanks for it and the welcome that went with it.

Affectionately yours  
Harriet

Dear *Cousin* Lillian

I am stressing the cousin here, as I believe it is generally conceded that we may or at least do treat our relatives in a way we would never treat our friends, at least with impunity. And so, if you can, think of me as a connection whose peculiarities and infirmities must be overlooked and forgiven.

All summer long I have been hoarding my gratitude and pleasant thoughts about you, not allowing one of them to escape onto paper, and even the autumn which is well on its way, as perhaps you know, hasn't made me loosen my hold. I did, however, weaken momentarily two weeks ago, when I saw that "Show Boat" was in its last eight times, and felt that I must tell you that if it hadn't been for you and your generous entertainment, I should never have had the pleasure of seeing it. It was indeed a pleasure. I enjoyed it more than any production I have seen for some time, and even after this long interval I venture to thank you.

And while I am near the subject, I may as well tell you what you may or may not have known, that, on that same visit to New York, I spent several days and nights under your roof and blankets. I don't remember how it all came about, but I do remember that not once did our paths cross, that you were out of bed as I was in, that I was deep in sleep as you broke your fast, so that my best visit with you was "Show Boat."

But for all—good-will and blankets and "dram-er," I am grateful, and I thank you. My thanks are as much greater as they are tardy.

Mary

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Marian,

You have no idea how much—or maybe you have since you enjoyed it too—I enjoyed the Piccoli, and I am so grateful to you for taking me, as I should never have thought of going. It is quite the most delightful entertainment I have seen for many a long day, and I shall remember it many a long day in the other direction, and along with that, many other things that go hand in hand with your generous hospitality—even to letting me work for hours on the hard parts of your puzzle.

The dinner Saturday night was a masterpiece. I never have a delicious steak that I do not think of you—I suppose because I have had more melt-in-the-mouth steaks at your board than in any other place. So, again thank you for everything.

Lovingly,

Isabel

Dear Anita,

When I arrived home yesterday my first thought was of the comparison of the humdrum, busy life before me in New York and that of the lovely, indolent week at your home. The spacious grounds where we spent so much time, the beautiful Florida nights, the party you gave for me at the Country Club, and you yourself—the perfect hostess. All of these are continually passing through my mind.

Even back here in the cold, drab city I can't forget the lovely time I had. If it were possible, I think I should like to stay in Florida for the rest of my life. Granted, of course, the marvelous time I had at your home would continue forever.

Sincerely yours,

Hester

Dear Cousin Amelia,

It was just lovely to stay at your ancestral, country house for that night. We enjoyed it so much, the colorful garden (we've spoken so many times of the zinnias), the robins and your sister's swallows, the airy room, the soft bed, the good food, and the hospitality. For all these and more we thank you much.

Love to you,

Melissa

## NOTES OF APPRECIATION

Dear Miss Booth,

We talked of little else except our trip on the drive home. Ever since you first asked us, Marie and I have hoped that sometime our friendly car could turn its head in the direction of the Adirondacks. That we were able to carry out the plan will be one of the memorable events of our vacation. Sometimes homes seem so truly to belong to and be a part of the person who makes them what they are that their friends must always think of them together. I think that of your home. It is you.

I want to thank you again for a very real pleasure and a delightful welcome.

Affectionately your friend,  
Helen

Dear Paula,

Up to now it has always seemed to me entirely superfluous to write a thank-you letter after returning from a delightful stay at the home of a friend whom you have already effusively thanked on leaving. But somehow what I said to you then seems entirely inadequate, considering the pleasure it was to be with you and your family, and remembering all the many good times you planned for me.

Did I thank you for the rare pleasure of having a perfect breakfast served to me in my room, of being allowed to do just as I pleased in the morning, of having provided for me the books on your carefully chosen Guest Room Bookshelf, of entering into stimulating conversation with your family who seem to have been everywhere and known everybody? I am sure I never spoke to you of these pleasures, as there were so many more obvious experiences for which I was deeply grateful. Yet I should like you to know that I appreciate also such rare privileges and delicate attentions, not always thoroughly realized until one has reflected on the Perfect Visit. Such I had at your home.

Gratefully yours,  
Adele

### *Appreciation for a Guest.*

Dear Margaret

Since you left us on Friday, the house has seemed lonely and we have missed you very much. It was such a pleasure to have you here. Instead of our doing many things for you, it seems now, as I look back on your visit, as if you were

## HANDBOOK OF SOCIAL CORRESPONDENCE

always thinking of our comfort. We enjoyed your stimulating and lively conversation, your real interest in our friends, your desire to be helpful and yet unobtrusive. In fact, we have named you the Perfect Guest whom it was a pleasure to entertain. You really entertained us more than we did you. Come again soon, won't you?

Sincerely  
Ella

### *For Kindness Shown to Visitors.*

Dear Miss Le Roy

I want to tell you how very much I appreciate your taking Father and Mother about in Philadelphia during their recent stay there. It was impossible for me to be with them all the time, and they wouldn't have seen much of the city if you hadn't devoted some of your precious time to them. They appreciated it, too, particularly the visit to Independence Hall where they saw the old Liberty Bell.

I am very grateful for all you did.

Sincerely  
James R. Knox

Dear Mrs. Lamson,

Elizabeth has written me most enthusiastically of your kindness in asking her to your home and introducing her to so many interesting people. I think she would have been very lonely in a strange city this winter without your friendly reception of her. We are delighted that she is happy and feel we owe much to you for your cordiality and kindness.

Yours gratefully,  
Bessie Norris

Dear Mrs. Englander,

Ada Leonard called to see me yesterday and told me of your many kindnesses to her when she was in Miami. I am so glad I thought of introducing you to her as the acquaintance seems to have been a pleasure to you both. I'm sure she appreciates all you did for her—the beautiful drives, the bridge games, the luncheon at the club, and the many interesting people she met at your home. I, too, appreciate your kindness to her, for she is one of my oldest and best friends.

We are both looking forward to seeing you when you come North, and shall plan some festivities together.

Always with best wishes,

Blanche Kimbel

## NOTES OF APPRECIATION

### *For Letters.*

Dear Father O'Brien:

I am very grateful to you for your encouraging words of praise for my little book of verse. I can think of no one whose opinion I value more than yours or whose appreciation I more eagerly treasure.

With sincere thanks for your generous note,

Thomas H. Hall

Dear Mrs. Gray,

I wish to express to you and Mr. Gray my sincere appreciation for your note of congratulation. I cannot tell you the pleasure it gives me to learn that my stories are enjoyed by critics like you. Please accept my thanks for your very kind and charming letter.

Gratefully yours,  
Laura Hatch

Dear Miss Ames

Thank you so very much for the lovely letter you sent me after the concert. It was kind of you, and I appreciate it more than I can tell you. You must have thought me very rude not to have answered before, but I have been out of town for some time on a short concert tour, and, unfortunately, I didn't have much leisure for writing.

You know that I enjoyed playing for you the other day, and I shall be delighted to play again on the thirteenth of July as you suggest.

Sincerely yours  
Florence Hunt

Dear Miss Kerr

I have read with sincere pleasure your courteous letter of June fourth and your generous commendation of the *Southern Woman's Magazine*.

I am, of course, especially pleased to know that you find the old numbers of the magazine as interesting as the current issues. Letters like yours are a source of real inspiration to our staff and are always welcome.

Sincerely yours  
Nathan Howe  
Editor

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Dearest Anne

That was a sweet valentine, Anne, that came under your clear printing. I wish I had all lace and frills to send you one instead of standing here at the post-office desk with a scrap of plain white paper before me and a plain blank mind on top of me. But be my Valentine anyway.

As ever at this season—mid the snow and ice.

I am

Your Valentine

*For Entertainment.*

Dear Madeline,

I wish to thank you once more for one of the most delightful evenings I have ever spent at the Metropolitan. I had always wished to hear and see *Aida* but had never had the opportunity until your invitation made it possible. My grateful thanks are yours.

Sincerely yours,  
Carol

Dear Mrs. Leigh,

Those tickets for the opera last Wednesday night came at the very time I could enjoy them most. My cousin Emily, who loves music—particularly modern opera—was visiting me for a few days and joined me in enthusiastic reception of the tickets. We had a perfect evening and are most grateful to you for thinking of us.

Yours sincerely,  
Ada McMurray

Dear Dr. Koopman:

On your departure from America, please permit me to tell you how much I enjoyed your lectures. I attended all of them and found them stimulating and inspiring. You gave us such new viewpoints on many questions of international interest that every discussion was thought-provoking and illuminating.

We hope that you will be induced to return to the United States sometime in the near future and undertake another lecture tour.

Yours sincerely,  
Effie Kilpatrick  
(Mrs. H. F. Kilpatrick)

## NOTES OF APPRECIATION

*For Favors.*

Dear Mrs. Dick,

How can I thank you enough for driving me to the lake yesterday! I deeply appreciate your kindness; and, needless to say, I enjoyed the drive and the company.

I hope you will let me know when you return from your vacation, for I want you to come out to our cottage. We should like to capture you and your husband for a week-end, if you would enjoy our simple style of living with nothing much to do except boating and swimming.

Yours sincerely,  
Alberta Jackson

Dear Myra

When I have assembled my wits, which for the last thirty-six hours have not been with me—few they are at best, and now scattered hither and yon up and down the sidewalks of New York, among "Little Women," in and out of Peck and Peck's, on bus stairs, and Riverside pews, and last, not best, in Pennsylvania coaches—then I shall gather my bills together, strike a total, and send you a check for garters and gloves. With garters and gloves, why shouldn't I feel ready to face the winter—with a coat to boot?

Mother is very much disappointed that you can't come out at Christmas time. So am I.

Much love to you  
Edna

Dear Mr. Sherman:

May I express my sincere appreciation of your willingness to act as one of the judges at the Oratorical Contest which is being held at Clifton High School, Friday evening, April the seventh, at eight o'clock.

I am enclosing a time table and a booklet of particulars which you may find convenient.

Sincerely yours,  
Nora Joslyn

Dear Ethel,

Just a line to thank you for your great kindness to me yesterday. I appreciate all that you did for me.

Lovingly,  
Mabel

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Dear Louise,

You were very kind to lend me your copy of "A Dictionary of Modern English Usage." I am returning it to you now although I should like to keep it always. It has proved so valuable that I shall present myself with a copy in the near future.

Gratefully,  
Alma

Dear Miss Goodsell,

I am really happy and proud, carrying from America friendliness and friendship such as yours, of which your letter told me so genuinely the first morning on shipboard. It was among the precious flowers, which I love always and everywhere.

I enjoyed the intimate dinner with you and your letter more than the quantity of fruit and other gifts which friends brought to the steamer. I received some beautiful books including the letters of Disraeli, of Katherine Mansfield, and of Abélard and Héloïse. But I must confess I read very little.

With best wishes and appreciation of your kindness to me, I am

Sincerely yours,  
Jeanne Le Blanc

My dear Miss Stone

I became separated from the crowd this morning in some way, and so failed to find an opportunity to express my appreciation of your delightful personally conducted "party" through Wall Street. It was certainly most kind of you to devote a perfectly good Saturday morning to us, and we are properly appreciative.

With every good wish  
Most sincerely yours'  
Gladys Hollander

My dear President \_\_\_\_:

I am afraid that in the midst of our heat wave and with my being ever intent on spending most of the time *in* Green Lake, I have rather exaggerated the vacation spirit these past months and have stored up against me more omission sins than commission. But certainly I do not want to start the new month of August without acknowledging your letter of June 11th, with its notification of my election for the term 1935-39.

## NOTES OF APPRECIATION

More than that I wish especially to thank you for the increase in my salary. I am glad to have it, partly because in the various changes occurring I had sometimes doubted the wisdom of my decision to stay on. And perhaps more than the actual amount, that sort of endorsement which the larger figure suggests is most welcome. I appreciate very much your consideration and the action of the Trustees, prompted by it.

Mother joins me in most cordial greetings to you and Mrs. \_\_\_\_\_. We both think gratefully of her and of her kindness to mother on Commencement Sunday. I hope that you are both having a good summer and a real vacation.

Sincerely,  
John Masters

My dear Signor Toscanini:

I have just read with regret that last evening in New York you brought to a close your career as head of the New York Philharmonic-Symphony Orchestra. May I add my word of appreciation for all that you have done for music during your stay among us.

I wish you godspeed as you leave our shores.

Very sincerely yours,  
Franklin D. Roosevelt

In reply to President Roosevelt, Signor Toscanini wrote:

Dear Mr. President:

I am deeply touched to receive your letter. It will remain among the most precious of the souvenirs which I shall take from your country where I have spent so many happy years. I shall never forget with what kindness, and true understanding I have been received by the American people. I leave with sadness in my heart but with memories to enrich the years to come.

Faithfully yours,  
Arturo Toscanini<sup>1</sup>

Signor Toscanini wrote the following general statement of appreciation to the public and to the Philharmonic-Symphony Orchestra and its Board of Directors:

<sup>1</sup> Reprinted with the courteous permission of *The New York Times*.

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"I depart from New York today after eleven years of happy association with its great orchestra. I should like this message to be taken as a personal good-bye and expression of heartfelt gratitude to the thousands of persons who have come to my concerts, to the men of my orchestra who have worked so faithfully and magnificently with me all these many seasons, to the innumerable unknown friends throughout the country who have sent me messages and letters, and to the board of directors and the management of the Philharmonic-Symphony Society.

"The time has come for me to go, but I leave with deep regret. I shall never forget, as man or as conductor, any smallest detail of my life and work in America.

"To the Philharmonic-Symphony Orchestra and to its board of directors I give my blessings and all my best wishes for ninety-five more years of success, prosperity and great music-making."<sup>1</sup>

<sup>1</sup> Reprinted with the courteous permission of *The New York Times*.

## CHAPTER VIII

### NOTES RELATING TO GIFTS



## CHAPTER VIII

### NOTES RELATING TO GIFTS

#### *Notes of Thanks for Gifts.*

Letters of thanks for gifts seldom lay claim to much originality. At Christmas and on birthdays, we are quite likely to write a form letter, similar to the following, regardless of the giver or the gift:

"Thank you so much for your lovely present. It was just what I wanted."

And yet an expression of thanks may be written delightfully. A perfect example of this is a sentence in William Cowper's letter to his cousin who had sent him a desk: "My desk is always pleasing, but never so pleasant as when I am writing to you."

Such graceful writing may not be within the scope of all, but at least one can attempt to express his thanks naturally and interestingly.

In writing the letter one may refer to what is of most interest—as the beauty of the gift, its usefulness, its desirability as a personal possession, or to any other distinctive phase. The feeling of pleasure aroused by the gift should be expressed courteously and tactfully. If one can make it a delightful letter, it will be even more acceptable.

#### *For Wedding Gifts.*

Dear Mrs. Pennell

Frank and I found a large, interesting-looking package waiting for us in the apartment this morning. We hastened to unwrap it and were delighted when we saw the beautiful lamp you sent us. It is already shedding a soft light over our

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living room and adding a lovely touch of color to an otherwise drab corner. Our sincere thanks for such a useful and artistic gift.

Yours sincerely  
Gertrude Faulkner

Dear Mrs. Horton,

Gordon and I are delighted with the graceful vase, and send you our sincerest thanks. Its shape and color are so exquisite that I shall often gaze upon it when I need beauty to restore my spirit. We shall prize it for itself, but particularly as a reminder of you and of your friendship that means so much to us both.

Yours affectionately,  
Abbie

Dear Mrs. Tauber

This morning, to my great joy, the beautiful guest book arrived. I wish I could tell you how pleased I am that the Club should have thought of me in this lovely way or how much I appreciate having such a book in which to record the names of my guests from far and near.

Will you kindly thank the members of the Club for me and tell them that I hope some of the first names to be inscribed will be theirs?

Yours sincerely  
Caroline Page

Dear Mrs. Heller

Thank you most cordially for that charming picture. It already occupies the place of honor in our living room and lends an air of distinction to its more humble surroundings.

Bert joins me in thanking you for such a beautiful gift, one that we shall always treasure and enjoy.

Yours sincerely  
Anna Coyne

Dear Mrs. Mallory

About ten minutes ago a parcel arrived for me which I lost not a second in opening when I saw your handwriting on the wrapper. I was right in guessing that I should find something specially nice and there it was—that exquisite damask. What

## NOTES RELATING TO GIFTS

bride-to-be would not be delighted! I count it among my very choicest gifts and shall take great pride in using it. I know Jim, too, will be grateful to you.

Yours sincerely  
Doris Canfield

Dear Mrs. Day,

Your beautiful gift greeted us on our return home yesterday. It brought with it thoughts of your many kindnesses to us and your never-failing generosity. We shall treasure it always for its reminder of your friendship, as well as for its own charm and beauty.

Yours sincerely,  
Madge Dennis

### *For Birthday Gifts.*

Dear Grandmother

Merely to say "Thank you" would not begin to express my gratitude and delight. How many times have I wished for some little object that wasn't sensible or practical! And now I have your delightful little Wedgwood jar, which arrived promptly on my birthday. I shall always cherish it and you.

Affectionately  
Priscilla

Dear Aunt Josephine,

It was characteristically kind of you to send me that fat check on my birthday. What fun I've had spending it! After much indecision, I bought a beautiful evergreen tree long wanted to shade our terrace. Yesterday it was planted in state with the whole family grouped admiringly on the lawn to welcome it. There it stands and will daily remind us of you and of your many generous gifts to us.

Gratefully,  
Dolores

Dear Aunt Jessica

As I sat at breakfast this morning, the postman arrived with a large parcel which turned out to be the beautiful birthday present from you. Such a bathing suit! Just the right fit and

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color and style with everything to go with it to make it perfect and me the happiest girl on the beach! Picture me basking in the sunshine for hours, really admiring myself in that suit and thinking myself lucky to have such a wonderful aunt who seems to be able to read my wishes and then, like the fairy godmother she is, always sends me the very thing I want most.

Come soon for a long visit to your loving family and your very grateful niece

Nora

Dear Esther,

What pleasure your gift brought me! Several months ago I had to discard my old radio and have missed it greatly, especially these cold stormy winter days when I am confined so much to the house. This morning, when I found the new one waiting to greet me, it was the pleasantest surprise. I have listened to all my old favorites today and find them much improved over the new radio. It has a wonderful tone —so rich and clear—how different from the rasping and static I heard so often on the old instrument!

I know you would be delighted if you could see the happiness you've given me. I cannot thank you enough for the many enjoyable hours in store for me through your generosity and thoughtfulness.

Affectionately,  
Aunt Bertha

### *For Christmas Gifts.*

Dear Jessie,

That captivating Chinese box! I am already its prisoner. Where it goes, I must go.

I was just thinking of that jingle about the newspaper: "What is black and white (but there's no white in this) and red all over?" And this *is* red! A red that fairly glitters. Then, when it is contrasted with the metallic black of the inside, there is nothing else in the room to look at. Maybe it should be kept open. Open—closed—open—closed. I don't know; closed, I guess, for after all, there's the design with the possibilities of Keats' Grecian Urn. The Chinese High Cockalorum are bowing to me now.

But now about you: Sooner or later you always play Alad-

## NOTES RELATING TO GIFTS

din to your friends' wishings. You remembered, didn't you, the Chinese box I so yearned for all of two or three years ago. I did want that so—and now I have it, because—because I have you for a friend.

Thank you, Jessie, for both at this Christmas time.

Katherine

Dear May,

Thank you for your Christmas greetings and for the exquisite cards. I shall use them with much pleasure next Friday at my bridge. It is seldom I have such beautiful packs to offer my guests, who will, I know, enjoy playing with them.

With best wishes for the New Year,

Lovingly,  
Agnes

Dear Aunt Margaret,

Your generous Christmas check brought pleasure to the whole family. In imagination we have spent it many times for all kinds of exotic and foolish things that our hearts crave, but at last we have united in one desire—a trunk for the car. This will give us all much pleasure on our many trips and will add a great deal to our comfort on the road.

We deeply appreciate the gift and your never-failing kindness in remembering us.

Lovingly,  
Jennie

Dear Marjorie,

Christmas morning when I opened your gift, I was so delighted that I could hardly wait to try it on. It is a perfect fit and such a beautiful shade of green—my favorite color. I shall take pleasure in wearing it and am most grateful to you for sending me such an altogether perfect present.

Lovingly,  
Carrie

Dear Aunt Clara,

Again I thank you. All my letters to you seem to center around the same theme of thanks for something useful or beautiful. The chair is both—a most needed piece of furniture and a thing of beauty. It lends an air of comfort and luxury to my living room and gives me a feeling of affluence every time I sit in it. You know my thanks for this generous

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Christmas gift are right from my heart, and that there is no person I thank with more affection than you.

Lovingly,  
Helena

### *For Gifts to Children.*

Dear Joan

How could you possibly have known just the exact size little Phyllis wears? And someone must have whispered to you that yellow is her favorite color. Though her English is not quite perfect yet, she told me to be sure to write and thank you right away.

She has gained two pounds since you last saw her, and this morning a brand-new tooth appeared on the horizon.

Thank you very much, Joan—it was sweet of you to remember us—and you must hurry over at your first free moment to see how lovely your little sweater fits.

Love from both of us  
Kay

Dear Lydia,

I want to thank you for the beautiful and practical gift which you sent to little Alan. He has received so many lacy, frilly things that I am sure his boyish heart will be pleased when he is wrapped in the soft, comfortable warmth of his new blanket.

If he has acquired any of that well-known masculine conceit, which is apparent at any age, he will be doubly happy with his new possession because, just between you and me, the blue matches his eyes and the pink is exactly the same color as his skin.

Sincerely,  
Elsie

Dear Joyce,

We are grateful for the tiny silver spoon you sent baby John. In our most hopeful dreams, we never thought our child would be brought up with a "silver spoon in his mouth." We insist on feeding him with it all the time because it is much too lovely-looking and delicately wrought to put away in a dark, uninspiring closet as a souvenir of his babyhood.

We sincerely appreciate your thoughtfulness and kindness.

Affectionately,  
Frances

## NOTES RELATING TO GIFTS

Dear Uncle John,

When Dick opened his presents Christmas morning, he was so excited he jumped up and down exclaiming in wonder, "A train, Dad, a train! Let's see if it'll run." In no time, all the male members of the household were engrossed in "helping" Dick! At night he insisted upon having the train in his room where he could gaze upon it the last thing before he went to sleep and the first thing in the morning. It certainly is his favorite gift. We wish you were near enough to see the fun he is having and the pleasure you have caused. George and I join in thanking you for remembering Dick so generously.

With best wishes for the New Year,

Lovingly,  
Roberta

*For Flowers.*

Dear Katherine

Shortly after you left on the twenty-fourth, the florist acting in your behalf arrived with the most exquisite bouquet I ever hope to see. The violets were so fresh that they seemed still to cling to the parent stem, and the tiny pink rosebuds peered with such trustful confidence into the bleak, cold, snow-clad world, that one seemed to be witnessing a miracle.

Ordinarily I try to be unselfish in these matters and leave my pretty flowers for everybody to enjoy. But these were such rare and unusual flowers that I decided Henry and I should enjoy them all by ourselves. Wasn't it lucky I did! It formed the attractive and much admired centerpiece for the grand surprise party, of which I do so much wish you might have been a part.

Gratefully and faithfully yours  
Julia

Dear Sisters

A brief staccato rap at the door introduced an efficient-looking messenger boy. He was carrying a huge green box and tersely repeated, "Madam, please sign my slip." My hands trembled as I struggled with the many wrappings. As soon as the lid was opened, I was enveloped with the most refreshing spring fragrance I have experienced in many years. Somehow I knew that they would come. The lilacs are

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lovely, and I shall keep them until the last flower falls from the stem.

Thank you ever so much.

Lovingly  
Zipporah

Dear Miss Putnam,

The roses you so kindly sent me still bloom fresh and beautiful. I look at them and recall your many gifts to me during my illness—books, fruit, and flowers. I thank you for them all. They have made my stay at the hospital less dreary and have filled my mind with cheerful thoughts of friendship and affection.

Yours sincerely,  
Julia Hoyt

Dear Mrs. Cowan

Your beautiful bouquet bade me good morning and started my day most pleasantly. Even the doctor, who doesn't usually notice anything in the room but his patient, spoke of the lovely flowers and smelled of them too. The nurse watches them tenderly and feeds them digitalis at night to keep them fresh!

Thank you ever so much for them.

Gratefully  
Aline

Dear Mrs. Grisdale,

What a beautiful bouquet you sent me! I appreciate your remembrance of my partiality for iris and tulips, a lovely combination, so colorful and springlike.

Thank you for cheering me with their bright presence.

Sincerely yours,  
Louisa Appleby

Dear Mrs. Pratt

Will you please thank the members of the Flower Committee for the roses sent to me last Sunday? They were so beautiful and fragrant that they gave me much joy. It was, indeed, kind of the committee to remember me so cheerfully.

Yours sincerely  
Sarah Oates Phelps

## NOTES RELATING TO GIFTS

Mrs. Alice McKay wishes to thank the members of the Huguenot Memorial Church for the beautiful lilies and for their kindness in remembering her during her illness.

### *For Magazines.*

Dear Miss Chatterton

What a blessing those magazines you sent me have proved to be! I have been too weak to hold a book and too ill to concentrate on anything but the lightest reading. The magazines just filled my need. I looked at the pictures, glanced at the longer articles, and enjoyed the fiction and poetry. It was a joy to have something not too strenuous to help me pass the long hours at the hospital. Thank you for thinking of exactly the right thing.

Gratefully  
Ruth Powell

### *Letters Accompanying Gifts.*

Letters do not always accompany gifts. We are apt to be content with merely a line of hasty greeting and trust—if we think of it at all—that our friends will not expect us to write a letter also, be it ever so brief. But what added pleasure would there be if we took only a few minutes to write a friendly note showing our interest and affection and even our own pleasure in sending a gift!

"The gift without the giver is bare." If it does not reveal in some way the kindly interest of the giver, even though it is of great value, it is often merely an empty gesture. If, however, it carries with it the friendliness and affection of the giver, it is worth infinitely more, although it may have little intrinsic value.

This is the purpose of the letter which accompanies gifts—to show that the giver is a part of the gift itself, sharing gladly what he has with another.

The examples that follow will be of interest as indicating what might be included in such a letter. This type of letter, however, calls for individuality of expression, for without it the message is colorless and impersonal.

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Dear Annabel,

Peter and I are sending you a waffle iron. I hope it won't be just another waffle iron, but the one and only to be presented to you. May it turn out the most delicious waffles you and Ben ever ate. If it doesn't, I know it won't be your fault.

Again, I wish you happiness both now and for all the years ahead.

Lovingly,  
Natalie

Dear Mrs. Jennings,

Our daffodils have been so beautiful this spring that we want you to see them.

We are delighted that your operation was so successful and that you are feeling so much better.

With best wishes for a return to your usual good health.

Yours sincerely,  
Irene M. Dobson

Dear Grandmother,

So few can boast of an eightieth birthday that we feel we should like to give you something very, very special. But our ingenuity doesn't match our wish, so we have compromised by sending you a chair, a kind of chaise longue said to be comfortable and adjustable. Our feelings won't be hurt if you wish to return it to the store for something your heart craves more.

With oceans of love and many, many, many happy returns,  
Edna and Louise

Dear Mrs. Bronson,

When this basket of fruit reaches you, I hope you will feel like enjoying it. I remember that during my recent illness nothing tasted so good as grapes and oranges.

The family joins me in best wishes for your rapid recovery.

Yours sincerely,  
Janet Graham

Dear Judith,

This blue handkerchief, which made me think of you with your partiality for blue, has been waiting around since early last week to be sent to you—the original idea being to say

## NOTES RELATING TO GIFTS

"Happy Easter"—a little late for that now, but it will blow and wipe no worse for that.

Lovingly,  
Eileen

Dear Jeanette

I am sending you a copy of Dorothy Canfield Fisher's latest novel, which I hope you will enjoy as much as I have. To me, her stories are always delightful with their real insight into character and motives. I hope this one will make you forget sickness and pain and that soon these unpleasant companions will no longer trouble you.

Sincerely  
Corinne

Dear Helen,

I hope that by the time this book reaches you, you will be able to sit up to read it.

The doctor's orders for reading it follow:

1. Take in small doses every four hours.
2. Shake the pillows well before using.

I do hope you are not lonesome for your appendix. By the way, this book is also void of an appendix.

Sincerely,  
Elaine

Dear Miss Northcliffe

Please accept this collection of poems from your friends at 460 Riverside Drive. We hope you will enjoy it while you are in the hospital and find a place in your library for it later.

Sincerely yours  
Mildred Pope

Dear Dr. Wentworth:

Mrs. Jones and I wish to thank you for officiating at the funeral of our son and to ask you to accept the enclosed check for your own use. The family appreciate your kindness at this time and the appropriateness of the simple service.

Yours sincerely,  
C. R. Parrish



## CHAPTER IX

### NOTES RELATING TO INTRODUCTIONS



## CHAPTER IX

### NOTES RELATING TO INTRODUCTIONS

A social letter of introduction, unlike a business one, should never be asked for. It should be written only when the writer knows both people well—the one who is to be introduced and the one to whom the introduction is to be made. Also it should be given only when the writer feels that her request would not be a burden, but that her friends would find it mutually pleasant. To ask a busy person with her own circle of friends to entertain a stranger, is requesting a favor which may require time and effort difficult to devote to one who may prove uncongenial. Such a note should, therefore, be written only on rare occasions when there is little doubt that its reception will not entail a disagreeable obligation or an unpleasant duty.

The friendly letter of introduction, a brief note in social form, if it is not sent directly by mail, should be placed in an unsealed envelope, addressed to the person for whom it is intended, and given to the person to be introduced.

A woman, receiving such a letter, encloses it in another envelope with her visiting card on which is her present address and mails it to the addressee, who should never ignore the introduction except for an unavoidable reason, such as absence from town, illness, or death in the family.

A man, receiving such a letter addressed to a woman, calls and leaves the letter with his card, usually not asking to be received.

A man, bearing a social letter of introduction to another man, may mail it to him, although twentieth-century etiquette, taking the speed of travel into consideration, would

## HANDBOOK OF SOCIAL CORRESPONDENCE

allow telephoning or calling at the addressee's office. The objection to the latter course is that a man may not have time to receive a social call during business hours. If time permits, the correct course undoubtedly would be to mail the introduction to the addressee's home.

### *Notes of Introduction.*

Dear Elizabeth,

Janet McLoughlin, of whom you have heard me speak so often, leaves for Europe on the *Aquitania* next Friday. As you, too, are sailing on that boat, it occurred to me that you might enjoy meeting each other early on the trip. Janet is good company. She plays bridge, dances, goes in for sports, and adapts herself readily to her environment. I think you should prove kindred spirits. At any rate, will you look her up if my description of her appeals to you?

Best wishes again for a delightful trip.

Lovingly,  
Kathleen

Dear Louise,

As I want you and one of my other good friends, Constance Archer, to get acquainted, I am giving her this letter to you. She is going to spend July in Provincetown sketching, in preparation for an exhibition in New York next winter. I have told her that you have spent many summers on the Cape and know the dunes and the sea as only an artist can.

If you would be able to show Constance about a bit, both she and I would be very grateful.

Yours sincerely,  
Nancy

Dear Greta

This is to introduce Mrs. Elizabeth Hanson, an old friend of mine who plans to spend July at Christmas Cove. I thought it might be mutually pleasant for you to meet.

Mrs. Hanson is a delightful person interested particularly in writing children's stories, but also very enthusiastic about outdoor life. I feel sure that she would enjoy knowing you and think that you would like her.

Affectionately  
Joyce

## NOTES RELATING TO INTRODUCTIONS

Dear Natalie,

May I introduce Joan Eaton, one of my old college friends, who expects to marry Dr. Howard Mansfield next week and move to Cleveland to live? She is a delightful person—attractive-looking, witty, and likable. If you have the inclination and time to call on her, I'm sure she would appreciate it. If your circle of friends already keeps you too busily engaged, please do not feel you must accept Miss Eaton as just another obligation.

My hope is that you may find pleasure in knowing each other.

Affectionately,  
Ellen

Dear Bess,

I have just given Alex Daniels a letter of introduction to you. He expects to be in Philadelphia for a few weeks in November. You probably remember that he is the young lawyer who distinguished himself in the Prescott trial last winter. I hope that you will enjoy knowing him and that he will prove a welcome addition to your circle of friends.

Affectionately,  
Clara

Dear Lucy,

The bearer of this letter, Dr. Lewis Morehead, is such an old friend of mine that I'm sure you've heard me speak of him many times.

He is planning to do some work at the \_\_\_\_\_ Psychiatric Clinic and expects to spend at least two years in New York. Some day when his name is famous, everybody will acclaim him. In the meantime, I'm sure you'll like him, and I know he'll find your normal viewpoint and serene outlook on life a great relief after his "cases."

I'm hoping you'll enjoy each other's society and bless your old friend Viola for this introduction.

As ever,  
Viola

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When a man gives a written introduction to another man concerning a third, he may write on his visiting card *Introducing* — — —.

Introducing Edward K. Bent

Mr. Bronson Crowell

217 Broadway

Then Mr. Crowell mails a note to his friend explaining that he has given Edward K. Bent an introduction.

Dear Roberts,

Edward K. Bent, an old college classmate of mine, a fine chap who hails originally from the South, is on his way to Los Angeles. I have taken the liberty of giving him a card of introduction to you and hope, if he gets in touch with you, you will find him worth knowing. I'm sure he would be most appreciative of anything you would do to make his visit to Los Angeles pleasant. I, too, should appreciate such a kindness.

Sincerely,  
Bronson Crowell

Dear Fred,

I hope that this letter, which will be presented to you by a friend of mine, Philip Durant, will be the precursor of a pleasant friendship between you. I know that it is desirable in a note of this sort to mention some common ground on which you can meet. I shall not, in this case, suggest any particular enthusiasm that you may share, but it is my belief that you will enjoy each other's society, and perhaps that is the best reason for a letter of introduction.

Sincerely,  
Walt

## NOTES RELATING TO INTRODUCTIONS

Dear Jim,

Lincoln Sutherland, who will call at your office next Tuesday afternoon, is a new friend of mine here in Baltimore. I met him through our mutual acquaintances, the Ryans, who have known and liked him for years. At the Golf Club to which we belong, he is a general favorite, the kind most of us ordinary mortals find a good fellow—intelligent, but not too highbrow, agreeable, generous, and witty. He is excellent at games, particularly tennis and bridge. I think you would like him. At any rate, I've taken the liberty of telling him to call to see you as he expects to be in Miami for several months recovering from pneumonia and would find your acquaintance a lifesaver.

Sincerely,  
Ted

Dear Burton,

I have asked Augustus Lawson, professor of history here at the University and an old friend of the family's, to call on you. He is spending the winter in Washington doing research work on a life of Jefferson. As Jefferson is one of your heroes also, it might be pleasant for you and Professor Lawson to get acquainted. I think you will enjoy meeting him, as he is not only a scholar but also a very interesting human being.

Sincerely,  
Sam

Dear Dunton,

Robert Bancroft is presenting this letter to you as a special request from me. He fears you will have too little leisure this summer to make any new acquaintances, but I think you won't feel that way when you meet Bancroft. He is such a genuinely fine fellow that I am sure you will enjoy knowing him. If you can spare the time and have the inclination to make his stay in San Francisco pleasant, I shall appreciate your kindness.

Yours sincerely,  
Howard Prescott

Dear Bill,

Fred Ingersoll, of Ingersoll and Flint, a neighbor of mine here in Victoria and a special friend of the family, sails for England on the *Queen Mary* next Thursday. He expects to be in London at the Cecil during May and June, but knows

## HANDBOOK OF SOCIAL CORRESPONDENCE

no one there except business acquaintances. If you have time to show him around or in any way make his stay pleasant, I shall appreciate it. I think you will find him an agreeable chap—intelligent but not priggish, neither provincial nor unpresentable. I hope you won't consider this request a bore or a burden.

Sincerely,  
John

### *Appreciation for Introductions.*

Senator —————  
The Senate  
Washington, D. C.

My dear Senator:

It is with sincere appreciation that I thank you for your thoughtful letter which will introduce me, within the next week, to Mr. Ralph Butler. To make his acquaintance, as a fellow passenger aboard the *Ile de France*, will, indeed, be a great pleasure.

Yours very sincerely,  
Robert Gillespie

Dear Linda,

That introduction to Mrs. Powell proved to be the very nicest I have ever had. So often friends of friends do not prove congenial, but in this case a blessed exception occurred. We have struck up quite a friendship while exploring the city, lunching and dining, and attending plays and concerts together. You see your kindness in giving me that introduction is much appreciated and has helped to make my vacation enjoyable.

Gratefully yours,  
Molly

Dear Mrs. Black,

Your letter of introduction to Mrs. Eliot has made my visit to Savannah so much more enjoyable than it would otherwise have been that I cannot thank you enough for it.

Mrs. Eliot is, indeed, a charming and popular hostess. Her hospitality savor of the delightful South I have never before

## NOTES RELATING TO INTRODUCTIONS

known, and her family are a joy from Mr. Eliot to four-year-old Tom.

I appreciate your making it possible for me to meet all these delightful people. My visit, because of your thoughtfulness, has done me a world of good.

Very gratefully,  
Hilda Pratt

Dear Nancy,

Miss Matthews received me very cordially and took me under her wing at once. It happens that she is particularly interested this summer in painting the dunes, exactly what I wish to do. Our common enthusiasm for their form and color has already taken us on long walks early and late, so that we may see them in their varying lights and shadows.

I am very grateful to you for your letter of introduction, which has made it possible for me to know such a congenial spirit.

Sincerely,  
Constance

Dear Pauline,

I am so grateful to you for your note of introduction to Mrs. Driscoll. She has been most kind in asking me to her home and in introducing me to many of her friends.

My stay here in Bangor has been made delightful by your thoughtfulness in giving me the introduction and by Mrs. Driscoll's cordial welcome and genuine friendliness. Thank you again for making things so pleasant and enjoyable for me.

Lovingly,  
Gertrude

Dear Edith,

I mailed your note of introduction to Mrs. Moore almost as soon as I reached Buffalo and was delighted to receive very promptly an invitation to dinner. Of course, I accepted and spent an enjoyable evening with a group of Mrs. Moore's friends—young, jolly, and vivacious. I am beginning to think I must have been very childish to have rebelled so bitterly at leaving New York. After the party, I realized that all youth

## HANDBOOK OF SOCIAL CORRESPONDENCE

and gaiety are not confined to Manhattan. Thank you for helping me to see such a point of view—very foreign to my recent beliefs.

Gratefully,  
Polly

Dear Marie,

How beautiful Miss Cary is! We held our breaths and opened our eyes and tried to hide our staring admiration when she came to tea yesterday. Not being gifted with beauty, I am, as you know, usually suspicious, perhaps you would say jealous, of one so lovely as Miss Cary; but my only feeling for her was one of admiration, for she seems just as wonderful and fine as she looks. So, in spite of having a horrid, jealous disposition, I foresee that I shall like Miss Cary and enjoy doing all I can to make her stay in Montreal pleasant. You know, old dear, I would do that for a friend of yours even though I might not appreciate her for herself. But, in this case, I find it most agreeable to carry out your wishes.

As ever,  
Selina

Dear Viola,

Dr. Morehead arrived, heralded by your note of introduction. I feared he would be too highbrow for our circle, but we were pleasantly surprised to find him such an agreeable person, not at all the ogre I'd pictured from the newspaper accounts I've read of him.

He's coming to dinner next week, and I shall then introduce him to a number of people with whom he's sure to be congenial.

Thank you for sending him to us. I'm sure we shall find him a real addition to our circle of friends.

Sincerely,  
Lucy

Dear Adele,

How delighted we are that you introduced Mr. Reynolds to us! Frank took him to the Country Club for golf Saturday and brought him home to dinner.

What a blessing to a hostess is a presentable young man

## NOTES RELATING TO INTRODUCTIONS

with new stories and the knack of telling them interestingly! I fairly purred with joy every time I looked at him! You were a dear to send such an entertaining person to us. Accept our most grateful thanks and believe me,

Yours lovingly,  
Jennie

Dear Ruth,

Last night Tom brought Mr. Wills home to dinner. We found him a most delightful dinner guest—quite as entertaining as you described him to be.

Tom liked him so well that he invited him to join the Country Club and will put his name up for membership next week. If he plays golf and tennis as well as he does bridge, I foresee some exciting games.

You shouldn't have apologized for sending Mr. Wills to us. He is a very interesting person, and we're glad to make his stay here as pleasant as we can.

Lovingly,  
Eunice

Dear Mr. Patton,

We invited your friend Mr. Hilton to dinner last night and enjoyed his company very much indeed.

His accounts of his travels fascinated us so much that we're sure his book will be a best seller. If he writes as well as he talks, it's certain to be popular.

It's a real pleasure to meet such a well-informed, interesting person, and we appreciate your introducing him to us.

Yours sincerely,  
Mildred R. Armstrong

Dear Patricia,

Your friend, Mrs. Rice, came, saw, and conquered. We found her a charming person—so witty, amusing, and original. She quite won our hearts by her admiration for you and the children and her interesting accounts of the old home town. I'm glad you let us know she had moved to Cambridge, for we shall enjoy knowing her.

Lovingly,  
Estelle

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Bob,

Professor Airland is a remarkable man, a person well worth knowing. He spent the week-end with us and made a most pleasing impression on all by his friendliness and humor. For years we have known of his scholarship, but never pictured him as other than a student of archeology. To find him so interested in the present and so alive to everything modern came as rather a surprise to us. His views were so original and his conversation so stimulating that we enjoyed every minute of his visit. You gave us a real pleasure when you introduced him to us.

Yours sincerely,  
Jessica

### *Invitations in Answer to Notes of Introduction.*

Dear Mrs. Chalmers,

How glad I was to receive Alice's note of introduction and to have this opportunity of making your acquaintance! Alice has talked so much about you and your lovely family that I feel as though I already knew you. I am looking forward to having you in Savannah this winter and hope we may have many good times together.

Won't you come to tea next Wednesday about five, when several of my friends expect to drop in for tea or cocktails?

Yours sincerely,  
Marjorie Adams Carter

Dear Mrs. Bennett,

Won't you and your husband come to dinner next Tuesday at seven to give us an opportunity of meeting you and of introducing you to some of our choicest friends?

We were so glad to hear from Evelyn that you had decided to settle in Rochester, and hope that you will learn to like the city as much as we do.

I am looking forward with much pleasure to meeting you and Mr. Bennett next week.

Yours sincerely,  
Ida Howell Jansen

Dear Miss Sawyer,

Our mutual friend, Madge Powell, has written me that you are to spend several months in Cleveland. As I have

## NOTES RELATING TO INTRODUCTIONS

heard Madge sing your praises ever since I've known her, I'm delighted with this chance to get acquainted.

On Sunday we are having some friends in to supper about seven. Won't you come and meet us all? My husband says to tell you that we always have a warm welcome for Madge's friends.

Yours sincerely,  
Ernestine Madden



## **CHAPTER X**

### **NOTES OF SYMPATHY**



## CHAPTER X

### NOTES OF SYMPATHY

Walter Hines Page once wrote in a letter of condolence, "There is nothing that even your oldest and nearest friends can say—words fail in the face of a bereavement like this."

We fully realize the truth of these words in attempting to write of our sympathy for those who have lost some one dear to them. And yet we feel, like Ambassador Page, that we must send a message. We grope for words that will bring comfort, and we find it difficult to say what will rightly express our own feelings and bring healing to those bereaved.

There is no one way of expressing sympathy. There are rather many ways depending upon our relationship with those bereaved and our own regard for them, and the loss that we ourselves feel.

William Dean Howells expressed this beautifully and tenderly in a letter to Clara Clemens on the death of her father, Mark Twain:

"You have lost a father. Shall I dare tell you of the desolation of an old man who has lost a friend, and finds himself alone in the great world which has now wholly perished around?

"We all join in sending you our helpless love."

The letter that really brings consolation is the one that comes directly from the heart and expresses what the writer himself feels. Such a letter must reveal in every word the affectionate sympathy of the writer.

For those who find writing letters of condolence difficult, the following examples will show what might be included:

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### *On the Loss of a Father.*

Dear Harold

What a wonderful man your father was! It isn't given to everyone to have had such a father who understood his children so well, and who was a real companion to them. You will always have happy memories of him which you must cherish. After the sorrow of losing him has become easier to bear, you will love to recall the many occasions when you were all happy together, and these memories will become more precious as time goes on. Just now I know it is hard to think you will ever be happy again. But you will be, and one of the reasons will be that you have had a father who did everything he could for you and who would want you to be happy.

Yours sincerely  
Albert L. Post

Dear Miss Stanton,

May I send you my deep sympathy at this time and say that you have been in my thoughts ever since I heard of the death of your father? I grieve with you, for I admired him greatly. You must be proud of the tributes that have been written of him showing how well he merited the esteem of everyone. You must be prouder still of his devotion to you. I know you will be brave in your sorrow, for he would want you to be courageous.

Yours sincerely,  
Oliver R. Reed

### *On the Loss of a Mother.*

Dear Ruth,

It isn't much that your friends can do for you at this time when you feel so alone after the death of your mother, but it does sometimes help to know that friends are thinking of you and are sympathizing with you in your great loss.

Your mother was a wonderful woman, and we all loved her. I shall never forget her kindness to me. She seemed to understand everybody, and we all felt better, somehow, after having talked with her. She was very proud always of you and your achievements, and I am sure she would want you to look bravely into the future.

You have our sympathy and love.

Lovingly,  
Mabelle

## NOTES OF SYMPATHY

### *On the Loss of a Sister.*

Dear Miss Mead:

The death of your sister brought profound sorrow to me as it did to all her many friends. It must be a source of great comfort to know that you did everything possible for her in her illness and that you gave her a lifetime devotion. May I express to you my own deep feeling for her and my sympathy for you?

Yours sincerely,  
Lois T. Penrose

### *On the Loss of a Brother.*

Dear Olive,

I have just learned with sorrow of your brother's death. I understand how deeply such a loss must touch you and how difficult these first days of grief must be for you. Please accept my love and sympathy.

Yours sincerely,  
Leonore

Dear Mrs. Manning:

I have just heard of the death of your brother and wish to offer you my sincere sympathy. Although I never met him, I have heard of him so often through mutual acquaintances that I feel as though I had known him. His kindness, his generosity, and his delicious sense of humor that endeared him to his many friends must have made him very dear to his family.

Please extend my deep sympathy to your mother and sister.

Yours sincerely,  
Horace P. Owen

### *On the Loss of a Son.*

Dear Mr. Walsh,

The loss of your son comes as a shock to all his friends, and particularly to the little circle of his close associates here at the Club. We who knew him in his everyday life grew to have a genuine affection and respect for him. We shall miss him greatly, but our loss is nothing compared to yours.

May we offer you our sincere and heartfelt sympathy in your sorrow?

Yours respectfully,  
Clifford P. Muller

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *On the Loss of a Husband.*

Dear Mrs. Miller

Please accept my heartfelt sympathy for you in your loss, which seems so great that no words can express what I wish to say. I can only send my love to you and hope that you will be given strength to bear your sorrow bravely.

Yours sincerely  
Christine Howells

### *On the Loss of a Wife.*

Dear Mr. Arthurs

I can find no words adequate to express my deep sorrow for your loss. I became acquainted with Mrs. Arthurs last year when we worked together at the Guild. Her unfailing poise, generosity of spirit, and kindliness endeared her to us all. We mourn her loss as that of a dear friend whom we shall miss sadly.

With sincere sympathy  
Lita P. Carlyle

### *Formal Acknowledgment for Letters of Condolence.*

Formal acknowledgment for letters of condolence is made when the family cannot attempt to answer each individually because of the large number of messages received. An engraved card, reading as follows, may then be sent to all except close friends and relatives whose messages require personal answers.

Mrs. James Crane and Family  
gratefully acknowledge  
your kind expression of sympathy

The family of the late  
George Kent Carlisle  
gratefully acknowledge  
your kind message of sympathy

## NOTES OF SYMPATHY

Judge and Mrs. Bland  
wish to acknowledge with gratitude  
(name written in)  
kind expression of sympathy  
in their recent bereavement

Mr. and Mrs. Roger Chambers  
wish to express their sincere appreciation  
of your sympathy in their bereavement

Mrs. Heywood Carlton  
wishes to express her appreciation  
and to thank you  
for your kindness and sympathy

Mrs. Winter wishes to express her thanks to those  
who have so kindly remembered her in her bereave-  
ment and hope that they will accept this acknowl-  
edgment of her appreciation of their thought of her  
at this time. The great number of letters from friends  
makes individual replies impossible

Such brief replies as "Thank you for your sympathetic  
note" or "Thank you for the beautiful lilies" may be written  
on visiting cards.

### *Informal Acknowledgment for Letters of Condolence.*

My husband and I wish to thank you for your kind thought  
of us and for the beautiful flowers.

*or*

Mother wishes to thank you for your telegram. The kind  
messages sent by friends have been a great comfort to her.

*or*

We very much appreciate your thought of us and your  
sympathetic note which accompanied the beautiful flowers.

*or*

My brother and I appreciate your kindness in writing to  
us at this time.

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Mrs. Cummings,

Your note of sympathy has helped me to look at the baby's death more courageously. Knowing that you have had a similar sorrow, I felt that your message sprang from your own tragic experience and expressed a saner and more wholesome philosophy than mine.

Thank you for writing me and for telling me how you were helped to bear your bereavement when you lost your little daughter.

Yours sincerely,  
Janet R. Kane

Dear Mrs. Pennington,

It is a comfort indeed in times of sadness such as I have experienced to know that I have friends who feel for me and who show their sympathy for me so beautifully. I appreciated the lovely flowers you sent and the kindly thought that prompted you to send them. I assure you that I shall not soon forget this proof of your gracious spirit.

Yours sincerely,  
Evelyn L. Parks

Dear Mrs. Small,

Your sympathetic note and the beautiful lilies reminded us again of your many kindnesses to us. The loss of my husband has left our home empty and our hearts saddened. We miss him, as you know we must, more than most people are missed—for so it seems to us—as he was the very center of our little world. Probably all who have lost a dear one feel so, but how different our own sorrows appear to us—so much more vital and grievous than those others suffer!

Thank you again for your kindly sympathy.

Yours sincerely,  
Ethel R. Reeves

Dear Mrs. Fisher,

Thank you for your note and the beautiful roses. Our sorrow at the loss of our little son is still too deep and recent for us to think of anything else.

We are grateful to our friends who have helped us bear our grief by their kind expressions of sympathy.

Yours sincerely,  
Patricia M. Gracie

## NOTES OF SYMPATHY

### *Notes of Sympathy to Friends Who Are Ill.*

Dear Miss Allen:

I have just heard through Miss Miller that you have been ill but that you are now getting well quickly.

It is too late now, I suppose, to offer you my humble services. You see, once upon a time I was an earnest probationer in a hospital. I learned the art of scrubbing white enamel beds, arranging flowers in a tasteful manner, taking temperatures and pulses by rigid concentration and bated breath—on my part—making beds with a minimum of wrinkle, “putting the patient to bed,” and occasionally giving medicines previously measured out by a senior nurse.

There, Miss Allen, is an imposing list of accomplishments I could have placed at your disposal. Today they are of no value whatsoever.

Now I can send you only a few spring flowers and my very sincere and hearty wishes for a complete recovery.

Sincerely yours,  
Lucille Scott

Dear Eleanore,

How sorry I am that you are ill! Grace told me last night that it was necessary for you to stay at the hospital for a few days.

All the girls at the club send their fondest thoughts and their extra-special wishes for your quick recovery.

I hope the flowers will brighten your room and help to cheer your spirits.

Love,  
Celia

Dear Miss Schuyler

An air of gloom has hung over the office since news of your sudden illness. Today on tidings of your marked improvement, we all feel more optimistic, but need your cheerful presence.

We hope that your recovery may be rapid, and that you will be with us again soon.

Yours sincerely  
Robert Thorn

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Notes of Sympathy to Children Who Are Ill.*

Dear Patty,

I was so sorry to hear of your accident. It certainly is too bad that it had to happen during your vacation, of all times! Your mother says you have been so brave about the X-rays and things.

And as soon as I possibly can, I will come to see you, Patty, and I hope you will be feeling much better by then. I hope the little game I am sending over by Bobby will keep you busy until I see you.

My best love, dear, and remember what your Dad used to tell you when you fell off your pony, "Keep your chin up!"

Love,

Aunt Lois

Dear John Hennery,

How do you like my nickname for you?

Did you ever notice that when anyone calls you by a nickname it means everything is all right? But when anyone calls you by your full honest-to-goodness name, you'd better watch out?

For instance: If father calls you "Bill," it means he's going to talk about a ball game, or a tramp in the woods, or about going somewhere in the car with him. But if he calls you "William," then look out for a spanking—or maybe it's only company and you're going to be introduced to an aunt or something.

But I almost forgot to tell you: I am sending you a book of verses for your mind to play with while your body stays in bed. It is called "What Shall the Last Word Be?" and you are to fill in the end of the line that is left vacant. Like this:

My mother has the bluest eyes.

My nurse's eyes are brown.

At home my mother says: "Get up,"

But here, nurse says: "-----"

(Lie down)

My cat eats birds,

And I eat chickens.

Now why should I give

My cat -----?

(the Dickens)

## NOTES OF SYMPATHY

The ferry is a turtle.  
We ride upon its back.  
It comes and goes a hundred times  
And never leaves - - - - .  
(a track)

When you get all better, and can write me a little note, or,  
better still, come to see me, I shall want to know how you  
filled in the rhymes.

Get well soon, and don't forget you are coming to see  
Your friend,  
Katherine



## CHAPTER XI

### MEMORIALS AND RESOLUTIONS OF APPRECIATION AND SYMPATHY



## CHAPTER XI

### MEMORIALS AND RESOLUTIONS OF APPRECIATION AND SYMPATHY

#### *Memorials.*

#### IN MEMORIAM

##### Florence Barnard Merrill

The Alden Club records with deep sorrow the death of one of its most esteemed members—Florence Barnard Merrill. As Secretary, Chairman of the Ways and Means Committee, and Leader of the Drama Section, she served the Club for many years with loyalty and devotion. Her influence felt in all major decisions of the organization showed a clarity, imagination, and wisdom that never failed and that will continue to affect club standards for many years to come. With her talent for leadership and organization, Mrs. Merrill combined the charm of manner, graciousness, and rare gift of friendship that endeared her to all and make her loss a personal one.

With our sorrow for the death of one who has been a wise leader and a cherished friend is mingled profound sympathy for the members of her family.

LEILA JENNINGS, Secretary

#### IN MEMORIAM

##### Catherine May Donaldson

Catherine May Donaldson of the Class of 1936 will long be remembered by her classmates who join with her many friends in mourning her sudden death.

Her participation in college activities—basketball, tennis tournaments, glee club, and debating—made her well known on the campus; while her sportsmanlike attitude, contagious enthusiasms, and buoyant nature endeared her to all who played or worked with her.

We are happy to have enjoyed the friendship of so gen-

## HANDBOOK OF SOCIAL CORRESPONDENCE

uinely fine a girl and shall always treasure the many memories of her as a joyous spirit whose brief sojourn here enriched all those who knew and loved her.

AMELIA SPENCER, Secretary

### IN MEMORIAM

#### Edward Glassford Evans

Resolved, That in behalf of the Faculty of Blank High School these resolutions be adopted as a tribute to the memory of our late principal, Edward Glassford Evans.

By his death Blank High School has lost a beloved and esteemed leader whose progressive planning, tireless industry, and keen judgment have helped to make our school one of the foremost educational institutions in the State.

His generous and kindly presence developed an *esprit de corps* among the Faculty and the student body; while his love of learning, high standards of conduct, and sincere belief in unselfish service affected everyone privileged to work with him.

To the members of his family the Faculty extends deep sympathy and wishes to express the belief that an influence so benign and far-reaching, can never die.

### IN MEMORIAM

#### David Malcolm Crews

David Malcolm Crews, Pastor of the First Baptist Church, who died on June 4, 1936, will long be remembered by this community, as well as by his own congregation, for his high conception of his office and his inspiring example of Christian character. His understanding of human nature, his genuine interest in village life and problems, and his friendliness with young and old, endeared him to his wide circle of acquaintances. His work with the Boy Scouts, Knights of King Arthur, Men's Club, Women's Missionary Society, and other organizations brought him into contact with many associations that mourn his loss as that of one whose guidance and advice they respected and whose personality they admired. The profound sorrow occasioned by his death is only brightened by the knowledge of the permanent imprint for good such a life leaves behind it.

## MEMORIALS AND RESOLUTIONS

### IN MEMORIAM

#### Samuel Bowles, 3d

With profound sorrow, the Directors of the City Library Association record the death of one of its most earnest and zealous friends—Samuel Bowles, 3d. Mr. Bowles, succeeding his father in 1878, was for thirty-seven years a member of the Association, during twenty-four of which he was active in its Board of Directors. In the Springfield which he so loved and served, the City Library Association in a peculiar degree claimed his interest and support. He was ever ready to advance its usefulness by material contributions toward its buildings, as well as by wise counsel and enthusiasm for its aims. His high conception of the mission of public library and museums in enlightening and safeguarding a democratic community was not only felt in this city, but through the columns of the Springfield Republican became of far-reaching influence.

With the sense of community-loss is mingled deep sympathy for the members of his family.

Adopted by the Board of Directors, March 27, 1915.

### IN MEMORIAM<sup>1</sup>

#### George Walter Vincent Smith

It was the happy lot of our late associate, George Walter Vincent Smith, to make for himself a fortunate life, and to be given the satisfaction of knowing that the ample fruits of his labors were to remain for the enrichment of this community. Over years far beyond the scriptural span of life, Mr. Smith was permitted the joy that lay in his unselfish quest after objects of high artistic merit. It was a service rich in results for education and craftsmanship in the present and the future. How surpassing was his spiritual and cultural achievement is revealed by the treasures in the Art Museum, as is the thoughtfulness of his generosity by the fund provided for their care. Fitly placed under his direction, these fine possessions are to be studied and enjoyed to the profit of our people, whose gratitude, it is pleasant to remember, was often expressed during the life of the giver.

<sup>1</sup> From the Annual Report of the City Library Association of Springfield, Massachusetts, for the year ending April 30, 1928.

## HANDBOOK OF SOCIAL CORRESPONDENCE

Impressive in its suggestiveness to the men and women who seek enduring ways of serving their fellows, was our friend's exceptional accomplishment. The City Library Association of Springfield has been fortunate in its appeal to wisely generous benefactors, and never more so than in this conspicuous instance. The members of the Board of Directors pledge themselves and their successors to constant and sympathetic nurture of this noble gift, by which Mr. and Mrs. Smith are to benefit the public to an extent beyond reckoning.

Adopted by the Board of Directors, April 17, 1928.

### RESOLUTIONS OF APPRECIATION AND SYMPATHY

*Resolution passed by the American Hebrew Association on the death of Adolph S. Ochs.*

The Union of American Hebrew Congregations deplores the passing of Adolph S. Ochs, whose sterling character, whose genius for organization, whose rare wisdom placed him among the outstanding leaders of America. His human qualities, his love for his fellowmen endeared him to thousands who were the benefactors of his munificence. His stalwart championship of the religion of his fathers was made evident in countless practical ways.

He dedicated to the memory of his parents many activities whose beneficences will remain living witnesses of his filial devotion. The city of his early youth, Chattanooga, Tennessee, was the object of his radiant affection. He put under unforgettable obligations the Union of American Hebrew Congregations and the Hebrew Union College, two of very many institutions upon which he lavished his abundant love.

America and Israel will forever remember the sage counsel in times of difficulty, the succor in days of distress, the steadfastness of purpose that emanated from Adolph S. Ochs, the master builder of his generation. The Union mourns his loss and will forever cherish his memory.

JACOB W. MACK  
Chairman of the Board

## MEMORIALS AND RESOLUTIONS

*Resolution adopted by the Maryland Historical Society on the death of its Librarian, Charles Fickus.*

The Council of the Maryland Historical Society wishes to record an expression of its feeling of profound sorrow upon learning of the death on October 3rd of Charles Fickus, Librarian of the Society. During his connection with the Society for a period of twenty-three years, Mr. Fickus was unswervingly devoted to its interests, his loyalty and intelligent appreciation of his varied responsibilities contributing greatly to the pleasure and satisfaction not only of members of the society, but of the large numbers of others, who during his term of service used its facilities.

The Council in recording this evidence of its appreciation of the personal qualities and service of Mr. Fickus, desires also to extend to his family its sympathy in the loss which they have sustained.

*Resolution adopted by the Illinois State Historical Society, May 11, 1934.*

Whereas, The death of Georgia Lou Osborne has occurred since the last meeting of this Society, and

Whereas, Miss Osborne served the Illinois State Historical Library as assistant librarian and librarian for thirty-two years, and this Society as secretary for six years, and

Whereas, She brought to these positions interest, intelligence, and zeal in a degree rarely met with,

*Be it resolved*, That the Illinois State Historical Society, recognizing not only its own debt to her but the obligation of all who are interested in the history of our state as well, take this means of acknowledging her unselfish service.

*Be it further resolved*, That a copy of these resolutions be sent to the family of Miss Osborne, spread upon the records of the Society, and printed in its publication.

*Resolution adopted by the Board of Directors of the American Association of University Women on the death of Jane Addams.*

To bring to this Association formal resolutions on the death of Jane Addams seems too artificial a way to express to our-

## HANDBOOK OF SOCIAL CORRESPONDENCE

selves the vitalizing influence she has been in the lives of many of us even though we knew her only through her written and publicly spoken words. Her vision—spiritual and intellectual—of a better social order determined the pattern of her life. In her every action she showed unfailing generosity, even toward opponents of her most cherished ideas and plans, fearlessness of personal consequences whenever right was involved, and a neighborliness which reached from Halsted Street to the peoples across the seas. In concrete terms she expressed our ideals of civilized conduct and showed that these ideals can be translated into the human relationships of everyday life.

It is, therefore, with a sense of grateful triumph that we let our minds dwell on her as an American woman and a citizen of the world.

*A tribute to Charles McKenny by the members of the faculty of Michigan State Normal College.*

On the 23rd of September, 1933, after an illness of several months, occurred the death of Charles McKenny who had been president of the Michigan State Normal College for twenty-one years. He relinquished his office July 1, 1933, and at the time of death was President Emeritus.

Charles McKenny was a native of Michigan, and except for the few years when he was President of the Milwaukee Normal School, his life was given full-measure to the best interests of his native state. Michigan schools trained him, and it was Michigan schools that he served. Education was to him like a holy faith, which inspired his thinking and filled his soul; and he devoted his energy to setting forth its demands. Thousands of students enlisted in the cause which he represented, and men and women, young and old, all over the land were saddened at the news of his death.

Charles McKenny was a distinguished man, distinguished not only in his intellectual attainments and scholarship, but in that manly dignity and charm which betoken the gentleman. In his intimate and personal relations he was greatly beloved. He was a friendly man. Social or intellectual snobbishness had no place with him. Students met him gladly; the members of the faculty enjoyed his companionship; men in high station out-

## MEMORIALS AND RESOLUTIONS

side the state and the State Normal College counselled with him in times of adversity and stress.

Charles McKenny was an honest worker and rendered full equivalent for all he received, be it honors, office, affection. His service was generous and noble; his happiness was in exceeding the strict requirements of life. He enriched the great commonwealth of human society. Reverently, we, the members of the faculty of the Michigan State Normal College, leave on record this tribute of respect and love.

Be it therefore resolved, That this expression of our affection and grief be spread upon the records of the Michigan State Normal College and that a copy be sent to the members of his family, to whom we express our sympathy in their bereavement, a bereavement which is also our own.

*Resolution adopted by the New York Academy of Medicine  
on the death of Dr. George David Stewart, March 9, 1933.*

In his death we have lost a forceful leader and teacher, a wise counselor, a kindly man and a dear friend. The Academy desires to express its great appreciation of these qualities and enter upon the minutes this testimony to the memory of one we can ill afford to lose.

With his magnetic personality, his rare gift of humorous expression and his wisdom acquired through wide experience, he was a dominant figure among his fellows.

Dr. Stewart was unusually well endowed to become such a figure. Untiring energy applied to the enlargement of this endowment made of him a man of great insight, rare force, fine tact, and a lover of culture and the beautiful. His leadership was kindly and his followers found it easy to become his disciples.

It is known that he was influenced by a strong religious feeling and he brought to every decision a sense of fairness which made his counsel much sought. As a surgeon and teacher he has left the world his debtor. His writings testify to the breadth of his training and he exerted great influence in keeping the rôle of general surgery equally broad.

Dr. Stewart was elected to fellowship in 1895 and for nearly forty years devoted much of his effort and abundant energy to furthering the interests of the Academy. In 1916 he became vice-president and three years later was elected to the presi-

## HANDBOOK OF SOCIAL CORRESPONDENCE

dency. He received the unusual honor of being asked to hold his office for three successive terms until 1925, as the Academy refused to relieve him from leadership at that critical time.

It was during this period that the long-considered plans for the new Academy building were brought to completion, and to no one belongs greater credit for this accomplishment than to George Stewart. His broad vision made it easy for him to grasp the great opportunity for unusual service which lay before us were we provided with adequate facilities. His power of persuasion was a chief factor in convincing our many benefactors that we should be accorded their support.

His active interest in and his work for the Academy were not lessened by his retirement from the presidency. He continued as a trustee until the time of his death and devoted much thought to the work of the committee on public health relations, of which he remained a member until 1929.

### *Resolution adopted by the Women's Republican Association on the death of Mrs. Whitelaw Reid.*

With a deep sense of personal loss we must record the death of a wise and sympathetic friend and adviser of the Women's National Republican Club, Mrs. Whitelaw Reid.

Her continuing interest in the education of women in politics has been proved by her readiness to help solve the many problems with which women have had to contend in this field. She will remain always an active inspiration, not only to this club but to every organization devoted to women's activities.

Therefore, be it Resolved, That this testimony of deep regard be spread upon the minutes of the Annual Meeting of the Women's National Republican Club and a copy be sent to her family.

CHARLOTTE FARRAR,  
Recording Secretary

### *Resolution adopted by a club on the death of its president.*

WHEREAS, On May 24, 1936, our beloved President, Caroline Barrett Winslow, was taken from us by death, and

WHEREAS, For many years she acted as our wise and esteemed leader, and

WHEREAS, Her work for the club was wide-reaching in its

## MEMORIALS AND RESOLUTIONS

scope and importance including community improvements such as the children's playground and the building of the town hospital, and

WHEREAS, Her services for both club and community were constant, unselfish, and farsighted, be it

*Resolved*, That we, her fellow members, who mourn her loss both as a leader and as a friend, express our deep appreciation of her valued contributions to the club and the community, and be it further

*Resolved*, That a copy of these resolutions be spread upon the minutes of the \_\_\_\_\_ Club and that a copy be sent to the members of her family.

### *Resolution adopted on the death of a president of an association.*

In recognition of the long and faithful services of Mrs. Katherine Warren Dodge, the members of the Clinton Parents Association at its meeting on May 25, 1936, wish to express their profound sorrow at the death of Mrs. Dodge and their deep appreciation of her untiring efforts as President of the Association.

Her tact, magnetic personality, and knowledge of modern educational methods made her an ideal president. Through her inspiring leadership, the work of the Association has been so successfully and intelligently carried on that its many activities have gained the grateful recognition of the townspeople, as well as of the members themselves.

Be it therefore resolved, that this expression be sent to the family of Mrs. Dodge and that it be spread upon the minutes of this meeting.

### *Resolution adopted on the death of a club member.*

*Resolved*, That in behalf of the members of the Manchester Women's Association these resolutions be adopted as a tribute to the memory of Irene Virginia Morley, in whose sudden and untimely death on June 9, 1936, we have lost one of our most beloved members.

Her graciousness, sympathy, and unfailing kindness endeared her to her associates; while her strength of character, sincerity, and high ideals won their genuine respect.

## HANDBOOK OF SOCIAL CORRESPONDENCE

Our deep sympathy for the members of her family mingles with our own sorrow at the loss of one whose death robs both her home and the Association of a gracious and inspiring presence.

Resolved further, That a copy of these resolutions be spread upon the minutes of the Association and that a copy be sent to the family as an expression of our sympathy in the great loss they have sustained by her death.

*Resolution adopted on the death of a son, included in a letter to his parents.*

Dear Dr. and Mrs. Phipps:

I have the honor of informing you that the following resolution was passed at the last meeting of the Harrison Club, on January 6, 1936, on the death of Lawrence Murray Phipps:

"In the untimely death of Lawrence Murray Phipps, the members of the Club have suffered an inestimable loss. Ever genial, optimistic, and witty, his presence cheered us in our seasons of gloom and encouraged us to look forward with greater faith to a brighter future for our community. On many occasions his outstanding ability as a speaker reflected honor upon the Club and swayed audiences to act with vision and clarity.

"The Club mourns his death and gratefully records its many obligations to him and its genuine appreciation of his services. It desires to spread upon its records its sense of loss both to this Association and to the whole community. The deepest sympathy of his many friends and associates is extended to his parents in their bereavement."

Yours very truly,

Henry Richardson, Secretary

*Resolution passed by a board on the death of one of its benefactors.*

The Officers of the Hospital Board have learned with sorrow of the death of Mrs. James Eliot Hitchcock. Her deep interest in the work of the Board, her genuine sympathy with its efforts, and her generous gifts to its activities have been for many years responsible for our most successful endeavors.

Her passing leaves us, moreover, with a feeling of personal loss. Those associated with her felt the influence of a noble personality and were the richer for knowing her.

## MEMORIALS AND RESOLUTIONS

We extend to her family this expression of our deep sympathy and our heartfelt condolence at the loss of so beloved a member.

### *Resolution of appreciation passed by the Maryland Historical Society.*

*Resolved*, That the Maryland Historical Society extend to Miss Maria Lovell Eaton and Mrs. Charles R. Weld its appreciation and grateful thanks for the rare and choice collection of portraits, beautiful porcelains and glass, with which they have furnished their room on the second floor. The Historical Society assures them that in the future it will take every care of this collection, and a note to that effect will be sent to them.

### *Resolution adopted by the members of the Lincoln Women's Club on the retirement of its President.*

Dear Mrs. Bickford:

At a meeting of the Lincoln Women's Club, I presented your resignation which was followed by expressions of genuine regret at the necessity of your retirement. The Executive Committee therefore adopted a resolution and the minutes will read as follows:

"After fifteen years as a member and three years as president of the Lincoln Women's Club, Mrs. Ernest P. Bickford has retired. During her association with the Club she gained the respect of the members by her vigorous and broad-minded attitude on questions of policy, and their gratitude by her willingness to set aside her own opinions to consider the viewpoints of others. This intelligent and wise course produced a spirit of coöperation and understanding that has made it possible for the Club to work vigorously and effectively.

"The genuine regard and esteem in which Mrs. Bickford is held makes her resignation a matter of deep regret."

It was thereupon resolved to spread this record upon the minutes that the Club may thereby show its appreciation of the services rendered by Mrs. Bickford and its sincere wishes in all her future endeavors.

Yours sincerely,

LAURA RANDOLPH SHERMAN, Secretary



## CHAPTER XII

INVITATIONS, ANNOUNCEMENTS, AND  
LETTERS CONCERNING CLUBS,  
COMMITTEES, AND  
ASSOCIATIONS



## CHAPTER XII

### INVITATIONS, ANNOUNCEMENTS, AND LETTERS CONCERNING CLUBS, COMMITTEES, AND ASSOCIATIONS

Clubs, committees, and associations find it necessary to issue announcements and formal invitations concerning a variety of social affairs such as exhibitions, receptions, dinners, teas, luncheons, at homes, and dances.

The following examples will serve as models for the wording and arrangement of such announcements and invitations:

#### FORMAL INVITATIONS AND ANNOUNCEMENTS

##### *Exhibitions.*

*The Officers and Council of  
The National Sculpture Society  
take pleasure in announcing an indoor and outdoor  
Exhibition of Contemporary American Sculpture  
from the twelfth of April until the first of August  
one thousand, nine hundred and twenty-three  
from ten until six o'clock  
at One Hundred and Fifty-Sixth Street west of Broadway*

# HANDBOOK OF SOCIAL CORRESPONDENCE

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*The Pratt Institute Free Library*

*will be pleased to have you attend*

*Opening Night of the Annual Exhibition*

## FIFTY BOOKS *and* COMMERCIAL PRINTING OF THE YEAR

*Prepared by the American Institute  
of Graphic Arts, and shown in the*

*Art Gallery of the Library on Tuesday evening  
March seventeenth at eight o'clock.*



Mr. Laurance B. Siegfried will speak on  
the Printing Exhibit and Mr. Stevens will  
venture observations on the Fifty Books.  
*Both talks will be illustrated with lantern slides.*



*The Exhibit will continue to March 28.*

CLUBS, COMMITTEES, AND ASSOCIATIONS

THE PRESIDENT OF  
THE BROOKLYN INSTITUTE OF ARTS AND SCIENCES  
AND THE  
GOVERNING COMMITTEE OF THE BROOKLYN MUSEUM  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE MUSEUM  
FOR  
A PRIVATE VIEW OF AN EXHIBITION  
OF  
EUROPEAN ART, 1450-1500  
ASSEMBLED BY  
THE ROCKEFELLER FOUNDATION INTERNES  
OF THE BROOKLYN MUSEUM  
ON THE EVENING OF FRIDAY THE EIGHTH OF MAY  
NINETEEN HUNDRED THIRTY-SIX  
AT HALF AFTER EIGHT O'CLOCK

HANDBOOK OF SOCIAL CORRESPONDENCE

*The President and the Trustees  
of the Museum of Modern Art  
eleven West Fifty-third Street  
New York, invite you to attend  
the preview of the exhibition of  
Cubism and Abstract Art on  
Monday evening, March second  
at nine o'clock.*

*This card will admit two*

CLUBS, COMMITTEES, AND ASSOCIATIONS

*A Service of Thanksgiving.*

The Rector  
Churchwardens and Vestrymen  
of St. Bartholomew's Church  
New York  
invite you to be present  
at a Service of Thanksgiving and Dedication  
for the Fulfillment of St. Bartholomew's Church  
on Tuesday, December the ninth  
Nineteen hundred and thirty  
at eleven o'clock

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *A Poetry Hour.*

THE MacDOWELL CLUB of NEW YORK CITY  
166 EAST 73rd STREET

Monday Evening, January 27th, at 8:30 o'clock

THE COMMITTEE ON LITERATURE

announces

AN HOUR OF POETRY

LEONORA SPEYER, Pulitzer Prize Winner

AUDREY WURDEMANN, Pulitzer Prize Winner  
(Mrs. Joseph Auslander)

JOSEPH AUSLANDER

Refreshments

Members and their guests are cordially invited.

### *Teas and Receptions.*

The Riverside Church  
Riverside Drive at 122nd Street  
New York

The officers of the Riverside Business and Professional Women's Club most cordially invite you to attend a Tea for members of the Club who have joined during the current year, Sunday afternoon, March 22nd, at five o'clock in the Cloister Club Room.

CLUBS, COMMITTEES, AND ASSOCIATIONS

The Officers of  
the Fifth Avenue Presbyterian Church  
cordially invite the  
members of the Church and Congregation  
to a Reception for  
Dr. and Mrs. Bonnell  
Thursday evening, December the twelfth  
nineteen hundred and thirty-five  
at eight-thirty o'clock  
7 West 55th Street  
New York

R. S. D. P.

## HANDBOOK OF SOCIAL CORRESPONDENCE

### BROADWAY TABERNACLE CHURCH

211 West 36th Street      New York City

The Closing Tea of the Society for Women's Work  
will be held on Tuesday, April twenty-first.

Program begins at three o'clock, presenting

Miss Ardis Alling

In Costume Dramalogues of Palestine

With Musical Setting

Miss Mary Cooledge at the piano

Tea      Easter Thank Offering

The Alton Garden Club  
Tuesday Afternoon, March 24th  
Afternoon Tea and Reception  
to Members and New Members

Lawrence Ashton Brown

will give a talk on

Rock Gardens

To be followed by Tea

Tickets, 75 cents each

The Monday Club  
Monday afternoon, April 6  
at four o'clock

Dance and Fashion Show

George Peabody's Orchestra

Leonora Rocco, Soprano

Tickets, One Dollar

## CLUBS, COMMITTEES, AND ASSOCIATIONS

New York Branch  
National League of American Pen Women, Inc.  
At Home  
to their friends  
on Monday evening, the fifteenth of October  
at eight-thirty o'clock  
Fraternity Clubs Building  
Twenty two East Thirty eighth Street

The First Assembly District  
Democratic Association  
requests the pleasure  
of your company  
at the Thirty-first Annual  
Entertainment and Reception  
to be held at  
The Brooklyn Elks Club  
on Friday evening, April the twentieth

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Executive Members

## HANDBOOK OF SOCIAL CORRESPONDENCE

### Luncheons.



The Members of the Larchmont Yacht Club  
and their families are cordially invited to attend a

#### Buffet Luncheon

which will be served at the Club House  
on New Year's Day, Wednesday, January first, nineteen hundred and thirty-six  
beginning at one-thirty in the afternoon.

The Officers and Trustees look forward with pleasure  
to greeting the members on this occasion.

Rudolph J. Schaefer  
Commodore

You are invited to attend  
The Tenth Annual Luncheon  
of the  
Society of the Susquehanna  
to be held at the Waldorf Astoria  
Park Avenue Forty-ninth Street  
Wednesday, February fourteenth  
at one o'clock

Reservations Five Dollars

## CLUBS, COMMITTEES, AND ASSOCIATIONS

*Luncheons in Honor of a Distinguished Guest.*

The National Committee for the  
Celebration of the Seventieth Birthday of  
John Dewey  
invites you to be present at a  
Luncheon  
at the Hotel Astor  
on Saturday, the nineteenth day of October  
One thousand nine hundred and twenty-nine  
at one o'clock  
and at the other meetings in honor of  
John Dewey  
as described on the following page

Please reply on the enclosed card

## HANDBOOK OF SOCIAL CORRESPONDENCE

The pleasure of your company is requested  
at a Luncheon  
to be given in honor  
of

Mrs. William Parker Allen  
in recognition of her twenty years' service  
to the Prospect Community Club  
on Tuesday the twelfth of May  
at one o'clock  
at the White Horse Tavern

R.S.V.P.

to

Mrs. Walter Scott  
Avon, New York

*Form for a Social Occasion.*



*The Rhode Island State Federation of Women's Clubs  
cordially invites you to attend the*

*\_\_\_\_\_ meeting*

*to be held at \_\_\_\_\_*

*on \_\_\_\_\_*

*Corresponding Secretary*

*President*

## CLUBS, COMMITTEES, AND ASSOCIATIONS

### *Dinners.*

The Annual Dinner of the Community Club will be held at the Community Center on the evening of Friday, April 11, at 7 o'clock. The price is \$2.50. Checks should be made payable to Mary Donnelly, Treasurer, Old Army Road, Scarsdale, and should be sent not later than May third.

### *Dinners in Honor of Birthday Anniversaries.*

You are invited to be present at a

Dinner in Celebration of the

Eightieth Birthday

of

Harriot Stanton Blatch

at Sherry's

Three Hundred Park Avenue

New York City

Monday, January  
the twentieth  
at half after seven

Kate Holladay Claghorn  
CHAIRMAN DINNER COMMITTEE  
Lucy Haynes Irwin  
TOASTMISTRESS

"Democracy and the Future"

will be discussed by

Miss Katherine F. Learoot Mrs. Thomas N. Hepburn  
Dr. George W. Kircley Mr. Roger Baldwin  
and others

HANDBOOK OF SOCIAL CORRESPONDENCE

*Dinners in Honor of Distinguished Guests.*

*The Testimonial Dinner Committee  
requests the pleasure of your company at a  
Dinner  
in honor of*

*Rear Admiral Richard Evelyn Byrd, U.S.N. (Ret.)*

*given by  
American Industry  
Scientific, Educational, Professional and Cultural Groups  
all of which joined in supporting his several expeditions  
into the Arctic and Antarctic:  
thus sharing in a small measure in his splendid work.*

*This dinner is tendered in acknowledgment of  
his invaluable contributions to science and to  
pay tribute to those personal attributes of  
heart and spirit that make him universally  
admired and an inspiration to his countrymen*

*Friday, June the fifth, Nineteen hundred and thirty-six  
seven o'clock*

*Grand Ballroom, Waldorf-Astoria, New York*

## CLUBS, COMMITTEES, AND ASSOCIATIONS

In honor of

Mary Emma Woolley

Delegate by appointment of the President to the  
Geneva Disarmament Conference

National President of the American Association of University Women  
President of Mount Holyoke College

The American Association of University Women  
New York Branch

The Mount Holyoke College Club

The Foreign Policy Association

The League of Nations Association

The Women's City Club

The Women's University Club

The New York League of Women Voters

The American Woman's Association

The Panhellenic

The National Board of the

Young Women's Christian Associations

The National Federation of  
Business and Professional Women's Clubs  
and

The College Clubs of Wellesley, Vassar, Barnard,  
Radcliffe, Smith, Bryn Mawr, Cornell Women, Goucher,  
Wilson, Wells, Hunter, Mills, Elmira and Adelphi

Invite you to a Dinner

on Tuesday Evening, January 19th, at seven o'clock

Hotel Roosevelt

# HANDBOOK OF SOCIAL CORRESPONDENCE



## In honor of the Officers of the International Federation of University Women

Dr. Winifred C. Cullis, President

Madame Nelly Schreiber-Favre, First Vice-President

Madame M. O. Monod, Second Vice-President

Dr. Johanna Westerdyk, Third Vice-President

Dr. Bernice Brown, Treasurer

Miss Theodora Bosanquet, Secretary

## Members of the Council and Committees

### The American Association of University Women

New York Branch

invites you to a dinner on

Tuesday, March thirty-first, at seven o'clock

Hotel Roosevelt

Madison Avenue at Forty-fifth Street

The following members of the Association will assist  
in welcoming the International Guests

Dr. Mary Emma Woolley, National President

Mrs. Franklin D. Roosevelt, Member, New York Branch

Presiding

Miss Valentine L. Chandor, President, New York Branch

OVER

CLUBS, COMMITTEES, AND ASSOCIATIONS

The Committee of Sponsors

Mr. Sam A. Lewisohn, Chairman

Mrs. Sidney Borg, Mrs. William H. Good, Mrs. A. Barton Hepburn  
Vice-Chairmen

Invites you to attend a Dinner

in honor of

Hon. Jeanette G. Brill      Hon. Bernard A. Kozicke  
Hon. John D. Mason      Hon. William O'Dwyer

the four Magistrates of the New Adolescent Court  
who were especially selected to conduct this Court

At the Beekman Tower Hotel

3 Mitchell Place, New York City

Tuesday, January Twenty-first, 1936

at seven o'clock

At which the official report of the first year's progress  
of the Adolescent Court will be discussed.

HANDBOOK OF SOCIAL CORRESPONDENCE

*A Dinner for a Cause.*

The HENRI BARBUSSE MEMORIAL COMMITTEE

cordially invites you to attend its

**ANTI - WAR DINNER**

**Friday, November Fifteenth**

Nineteen-hundred and thirty-five

at the

**ALDINE CLUB**

Two Hundred Fifth Avenue

Dinner at Seven

R. S. V. P.

## CLUBS, COMMITTEES, AND ASSOCIATIONS

*An Anniversary Dinner.*

The Officers and Members of  
Rutgers Presbyterian Church  
request the honor of your presence at a  
**DINNER**

Commemorating the Twentieth Anniversary of the Pastorate of  
**DR. DANIEL RUSSELL**

to be held in the Church House on  
**Thursday Evening November the Twenty-first**

Reception at seven o'clock  
Dinner at seven-thirty o'clock

R. S. V. P.  
Rutgers Church House  
236 West 73rd Street

*Dances.*



**LARCHMONT YACHT CLUB**  
**GALA OPENING**  
**DINNER AND DANCE**  
**JUNE SIXTH, NINETEEN THIRTY-SIX**

DINNER AND DANCE, 7:00 P. M.

## HANDBOOK OF SOCIAL CORRESPONDENCE

The pleasure of  
(name written in)  
company is requested at the  
Valley Stream Club Dance  
at the Hotel Ambassador  
on Friday evening, October the sixth  
at ten o'clock

R.S.V.P.

The Directors of the Pelham Community Association  
request the pleasure of your company  
at a Ball  
to be held in Pelham Manor Club  
on the evening of December the third  
for the benefit of the  
Children's Home

*Tickets two dollars*

### *A Subscription Concert.*

#### *The ELMIRA COLLEGE CLUB of NEW YORK CITY*

*takes pleasure in inviting you to attend a Concert to be given by  
the Elmira College Glee Club, Wednesday Evening,  
April First, at eight-thirty o'clock, in the  
Music Room of the Hotel Biltmore.*

¶

R. S. V. P.

DANCING  
10-2

## CLUBS, COMMITTEES, AND ASSOCIATIONS

*A Play.*

THE RUTGERS PLAYERS  
cordially invite you to attend a performance of  
"IN THE NEXT ROOM"  
a three - act mystery play

Thursday Evening, March 12th, 1936  
at eight-thirty o'clock

ASSEMBLY HALL  
Rutgers Church House                    236 West 73rd Street

### LETTERS CONCERNING CLUB ENGAGEMENTS

#### *Invitations to give Addresses.*

Dear Miss Frazer:

Could you give your lecture on South America before the Lowell Club of Cambridge on the afternoon of either October sixth or November seventh at three o'clock? If so, will you let me know your terms and what equipment you would wish us to provide for your pictures?

Yours sincerely,  
Esther Blakelock  
President

Dear Dr. Stone:

It will give the members of the Adelphi Club much pleasure if you will consent to give a talk at its monthly meeting, May the twelfth, on Child Study. We hope that your many engagements will not prevent you from accepting our invitation.

Yours sincerely,  
Emily Hawthorne  
President of Adelphi Club

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Mrs. Stetson,

Would it be possible for you to give one of your lectures on Southern France before the French Club on April tenth or seventeenth? We have heard so much about your interesting talks and the remarkable pictures that accompany them that we are eager to have you accept our invitation.

If you can come, will you let us know what your terms are and whether you would like us to supply a projector and an operator?

Yours sincerely,  
Cecile L. Foster  
Secretary

Dear Mrs. Keith:

I am sorry that until today I have not been able to arrange a definite date for your lecture at the Grasslands Club. We now find that the evenings of November the fourth and the twelfth are open. If you can give us either of those dates, will you please let me know as soon as possible?

Yours sincerely,  
Andrew Martyn  
Secretary

Dear Dr. Forrester:

It will give the Community Club much pleasure if you will consent to speak at its meeting on May twelfth concerning Problems of Modern Mothers. We hope that it will be possible for you to accept this invitation so that we may be sure of a significant and inspiring talk.

Our usual payment for lectures is one hundred dollars, which we trust will be satisfactory to you if you can arrange to be with us at that time.

Yours sincerely,  
Loretta Edmunds  
President of the Community Club

Dear Mr. Lowe:

The Horseshoe Club entertains Mr. Allan Burns at dinner on July sixth. Mr. Burns, as you know, is a world-renowned yachtsman capturing prizes both here and abroad in his boat, the *Friendly Fighter*.

It would give the Club members great pleasure to have you act as toastmaster at this dinner, remembering as we do your

## CLUBS, COMMITTEES, AND ASSOCIATIONS

brilliant and witty speeches on the occasion of the opening of the Club last March. May we hear from you favorably in a few days so that we may go ahead with our plans?

Yours sincerely,  
Leslie Jordan

Dear Mr. Gibbons:

May the Willow Brook Golf Club have the pleasure of hearing you speak on golf as you saw it played in England last summer? We are looking forward to a dinner with short informal speeches to be held at the Club on June tenth. Your name received a unanimous vote from the committee as the chief speaker of the evening. Your fame has gone abroad, and there is no denying us. "Gibbons," declares Tom Fletcher, "makes a corking speech that'll put the Club on the map and triple our membership."

We know you are interested in the Club, or we should hesitate to ask you to take a long trip in this hot weather to help us out. We need your enthusiasm and ability to put things across. Don't disappoint us.

Very sincerely yours,  
A. R. Graham

### *Invitations to give Concerts.*

Dear Mr. Hubbard:

Several members of the Briarcliff Club enjoyed your concert at the Town Hall last week and are eager to have you give it this winter at one of our Club meetings.

If you are interested, will you let me know whether you are free on the evening of January third or February sixteenth and what your terms are.

Yours sincerely,  
Agnes Kennedy  
(Mrs. James Kennedy)

Dear Miss Bentley:

Will you come out to Concord on March sixth at eight o'clock to play before the St. Cecilia Club? The program for the day will center around Beethoven, and we should be very glad if you could choose selections from his compositions.

Yours sincerely,  
Elsie Chambers

# HANDBOOK OF SOCIAL CORRESPONDENCE

## ANSWERS TO INVITATIONS FROM CLUBS

### *Declining Invitations to be the Guest of Honor.*

Dear Miss Godwin:

Unfortunately I am to be in Chicago on the night of June the fourth, and, therefore, cannot accept the kind invitation of the Century Club to be present at its Annual Dinner. Please convey to the members my sincere appreciation of the honor given me and my keen regret at not being able to be with them on that night.

Sincerely yours,  
Alice Blake

Dear Miss Godwin:

How I should love to be one of the guests of honor on June fourth! I certainly should accept if it were possible for me to do so, but I have another engagement for that evening and therefore must decline the Club's invitation.

Sincerely,  
Rosalind Fairfield

### *Accepting Invitations to Entertain.*

My dear Mrs. Brownell:

I am happy to take the date of April fourteenth at four-fifteen for my recital at the College Club under your supervision and, may I add, under your stimulating influence.

I am planning to include in the program the following:

|                           |            |
|---------------------------|------------|
| The Carnival .....        | Schumann   |
| Rhapsodie .....           | Brahms     |
| Etude Op. 65, No. 5 ..... | Scriabin   |
| March .....               | Prokofieff |

I shall arrange the numbers and send the entire program within a week.

Thank you for your interest.

Very happily yours,  
Ethel M. Loomis

## CLUBS, COMMITTEES, AND ASSOCIATIONS

Dear Mr. Graham:

I shall be glad to be present at the club dinner to be held on June tenth. Your flattering remarks about speech-making don't fool me as I've just finished reading a biting criticism of my attempted humorous talk to the Rotarians. However, if no silver-tongued orator turns up before the tenth, I'll fill in for fifteen or twenty minutes to start the drive for membership.

Yours sincerely,  
Thomas Gibbons

### IN REGARD TO MEMBERSHIP IN CLUBS

#### *Proposals for Membership.*

Dear Mrs. Wentworth:

I wish to propose Miss Alice Martyn for membership in the Women's Club. She has recently moved to Palmer from Middletown, Connecticut, where she was president of the Women's Club for two years.

She would, I am sure, be a real addition to our club, not only because of her pleasing personality, but also because of her ability as a writer and speaker, and her experience and interest in clubs both in New England and in the West.

Miss Martyn is to be my guest at our next meeting when I hope you will permit me to present her to you.

Yours sincerely,  
Lorraine Endicott

Dear Mrs. Leslie:

May I present for membership in the Cape Club Mrs. Ernest Young, who has recently moved to Plymouth from Richmond. She has long been interested in civic betterment and through her lectures and articles has encouraged many clubs throughout the South to undertake worth-while projects for town and city improvement. She would, I am sure, be a real addition to our membership.

Yours sincerely,  
Charlotte S. Redmond

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Invitations to Membership.*

Dear Mrs. Hamilton:

The Women's Garden Club takes pleasure in inviting you to become a member.

You have, I believe, been sent a folder containing all the information concerning the business matters. As you have visited the Club on several occasions, you know what a charming place it is and what delightful people belong to it.

Our annual autumn flower show, scheduled for October second, is to be followed by a dinner and dance at the club-house. We trust you will be a member by that time and that some of your friends will be interested in joining us.

Please let me know this week, if possible, whether you will accept our invitation and share the many enjoyable features of the Club with us.

Sincerely yours,  
Anita Flagg  
Secretary

My dear Miss Mills:

You have been suggested to me as one who might like to have a part in the challenging work for good government which the Improvement Society is carrying on.

No other organization in the city is doing just the job which the Women's Improvement Society is doing for the city and for women. If you have time, we shall be happy to have you join one of our committees. If you are too busy to do this, you may find time to enjoy some of the events on our program or make use of our excellent restaurant. Just being a member means that you wish to back up those who are trying to make our city the best governed in America.

I am enclosing our current program and should be very happy to propose your name for membership or give you any further information, if you will write to me or telephone Mrs. Perry Cushing at the Club.

Cordially yours,  
Abigail Brown Newton  
(Mrs. Bertrand Newton)  
President

## CLUBS, COMMITTEES, AND ASSOCIATIONS

### FORMS FOR MEMBERSHIP

#### RHODE ISLAND STATE FEDERATION OF WOMEN'S CLUBS<sup>1</sup>

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1. Name of Club . . . . .
2. Founder of Club . . . . .
3. Organized . . . . .
4. Number of Charter Members . . . . .
5. Present Membership . . . . .
6. Limited . . . . .
7. Unlimited . . . . .
8. Work . . . . .
9. Special Philanthropic Work . . . . .
10. Meets . . . . .

### HONORARY OFFICERS

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### OFFICERS

President . . . . .  
(Write given name in full)

Address: Name . . . . .

Residence . . . . .

First Vice President . . . . .  
(Write given name in full)

Address: Name . . . . .

Residence . . . . .

(Names and addresses of other officers follow.)

<sup>1</sup> By permission of the Rhode Island State Federation of Women's Clubs.

# HANDBOOK OF SOCIAL CORRESPONDENCE

## THE TOWN HALL CLUB

### *Proposal for Membership*

#### CONSTITUTION AND BY-LAWS ARTICLE III, SECTION 2

"Candidates for membership must be proposed in writing by a member of the Club and seconded in writing by two other members. All such proposals shall state not only the candidate's name and address in full, but the nature of his business, his qualifications for membership, a general statement of his known interest and participation in matters pertaining to the public welfare, and a list of other organizations or clubs of which he is at the time a member."

Name \_\_\_\_\_ Age (Approx.) \_\_\_\_\_  
over or under 25 years

Home Address: \_\_\_\_\_ Home Tel. No. \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Tel. No. \_\_\_\_\_

Business or profession: \_\_\_\_\_

Name of firm { if partner in, } \_\_\_\_\_  
{ or employed by } \_\_\_\_\_

Kind of business of such firm: \_\_\_\_\_

Special interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Degrees: \_\_\_\_\_ College or University: \_\_\_\_\_

Other Clubs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposer: \_\_\_\_\_

Seconder: \_\_\_\_\_

Seconder: \_\_\_\_\_

## CLUBS, COMMITTEES, AND ASSOCIATIONS

### *Election to Membership.*

Dear Miss Martyn:

It is a pleasure to inform you that you have been elected a member of the Women's Club.

We hope you will be present at our next meeting, October tenth, at the home of Mrs. Ernest Morris, 5 Oak Drive. At that meeting we expect to make plans for the Christmas play and should be glad of suggestions from you.

Yours cordially,  
Kate Wentworth

Dear Mr. Clark:

I am happy to inform you that at the meeting of the Booklovers Society, held on January fifth, you were elected to membership.

The next meeting will be held at the home of Mrs. Philip Drew, 11 Center Street, on Tuesday October the sixth at three o'clock.

We hope you will be able to be with us at that time.

Yours sincerely,  
Vivian Walker  
Secretary

### *Appreciation of Election to Membership.*

Dear Mrs. Garrett:

It gives me great pleasure to accept the gracious invitation of the Garden Club to join it as I have long been interested in its programs and activities.

Sincerely,  
Hildegarde Bonn

Dear Mrs. Flagg:

Please thank the Women's Garden Club for inviting me to become a member. I am very glad to accept and shall be present at the next regular meeting.

Yours sincerely,  
Louise Hamilton

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Appreciation of Election to Honorary Membership.*

My dear Miss Wilson

It is a great pleasure to receive your letter, expressing the welcome the Women's Club have in store for me. Last winter I became an honorary member but was unable to enjoy my privileges as such. I was in the city less than three months, and that short interval was so crowded with family and other demands that I accomplished but a small part of the program I laid out for each day.

I look forward to doing more of the things I want to this winter; among these will be dropping into your pleasant room for a chat now and then.

Very sincerely yours  
Annette Loring

Dear Mrs. Goldsmith:

Let me thank you for your very gracious note informing me of my election as an Honorary Member of the Civic Society.

Will you kindly inform the Council that I value highly the honor of being elected to so distinguished a circle and hope to become more closely associated with the members and the activities of the Society.

Yours sincerely,  
Helen Anthony

Dear Miss Eaton,

I feel very much honored that you have asked me to be an honorary member of the Women's Club. I am looking forward to having tea with you some afternoon very soon.

Sincerely yours,  
Cynthia Nelson

### *Appreciation for Sponsorship.*

Dear Nolan,

Jackson has written me that you went sponsor for me at the time of my election to the Historical Association, and I want to thank you. I was surprised at my being chosen as a member, but need I say that I was also greatly delighted? I

## CLUBS, COMMITTEES, AND ASSOCIATIONS

have always considered the Association as a most desirable one to belong to.

I deeply appreciate your sponsoring my membership.

Sincerely yours,  
Austin Rowe Peters

### *Notification of Election to Office.*

Dear Mrs. Edmunds:

As secretary, I am instructed to write you that you have been unanimously elected President of the Community Club.

The members are looking forward to a happy and profitable year with you at their head and trust that you will accept the honor bestowed upon you.

Yours cordially,  
Norma Fields  
Secretary

Dear Mr. Crosby:

It is with much satisfaction that I have the honor to inform you that on January the tenth at a meeting of the Irving Society you were elected President.

We feel that your election will confer a real distinction upon this office and that the Society itself will be enriched by your administration.

Yours sincerely,  
Henry B. Putnam

Dear Miss Mandell:

We, the Nominating Committee, unanimously concur with the Executive Board in the desire that you retain the Presidency of the Club for another year.

We realize how much of your time and effort you have so cheerfully given us, and, while we would not be so selfish as to urge you unduly to continue in this office, we do want to avail ourselves of this opportunity to express our appreciation of all that you have meant to us and to say that we earnestly hope you will find that you can accept the nomination.

Sincerely yours,  
Nora Taylor  
Chairman

## HANDBOOK OF SOCIAL CORRESPONDENCE

### *Notes of Appreciation on Retirement and Resignation.*

Dear Mrs. Driscoll,

I cannot see you retire without thanking you for all the help and encouragement I have again and again received from you. Without your support, I should many times have failed to carry out plans that would have seemed worthless except for your assistance and enthusiasm.

May the future bring you a return to health and many years of peace and contentment, those just rewards of a long life of service and honor.

Faithfully yours,  
Aileen Leonard

Dear Mr. Chandler:

With deep regret at your decision to resign from the presidency of the Book Publishers Association, the undersigned wish to express their appreciation of your faithful work and generous efforts. Were it not for you, many of our most successful undertakings would have been failures, and our policies would have been narrow and shortsighted. Your vision, judgment, and courageous convictions have again and again influenced our decisions and buoyed up our spirits.

We shall long remember your years of service for the Association and your strong, efficient leadership.

Yours sincerely,  
(list of names)

Dear Miss Carlin

I exceedingly regret that I must resign my membership in the Maplewood Golf Club. In a few weeks I am leaving Chicago to settle permanently in St. Paul, where my husband has been appointed president of the Superior Gas and Electric Company.

I should like to express my appreciation of the many courtesies accorded me and my regret at leaving so many delightful friends whom I have met through my membership in the Club.

Yours sincerely  
Florence B. Lily

## CLUBS, COMMITTEES, AND ASSOCIATIONS

Dear Mrs. Davies,

Members of the Art Club have heard with sorrow of your illness and the necessity of your resignation from the Club. We trust that rest and care may soon restore your health and make it possible for you to renew your membership next year.

Sincerely yours,  
Sheila Young  
Secretary

Dear Mrs. Knox:

Members of the Women's Club exceedingly regret the necessity of your resignation. It has been a pleasure to have you as chairman of the Drama Committee and to rely on your help and encouragement in our other activities.

We shall miss your valuable aid in planning the programs and in directing so many of the plays.

With best wishes, we are

Sincerely yours,  
Daphne Paddock

### *Notes accompanying Gifts.*

Dear Mr. Temple:

The undersigned, members of the Citizens Association, deeply regret that illness compels you to retire from office and to resign from the Association. We realize that you have done much to build up the Association, to formulate its policies, and to carry through its plans to success. As a testimony of our respect and appreciation, we send you the accompanying gift with sincere wishes for your recovery and for long years of vigorous health.

Sincerely yours,  
(list of names)

Dear Mr. Ward:

Sincerely regretting that your connection with the Civic Association must be severed by your retirement, the undersigned members wish to present the accompanying gift as a token of their affection and esteem.

Yours sincerely,  
(list of names)

## HANDBOOK OF SOCIAL CORRESPONDENCE

Dear Mrs. Holland:

It is with great pleasure that the members of the Literature Section of the Women's Club present to you "The Thought and Character of William James" by Ralph Barton Perry, as a token of our appreciation for your leadership and years of devotion to the Club.

Yours sincerely,  
Rosamond Grayson

Dear Mr. Dinsmore:

The members of the Village Improvement Association have heard with deep regret of your moving to Buffalo. They have asked me to express to you their appreciation of your loyalty to the Association and your assistance in making its work a success.

Will you accept as a reminder of our appreciation the traveling bag sent to you with the sincere wishes of your friends for happiness in your new home.

Yours sincerely,  
Norman Alexander

Dear Mr. Cummings:

The members of the Book Publishers Association learned with deep regret of your resignation from the office of treasurer. We realize that the duties have dipped into your valuable time and taken of your energy, but we had hoped that you would not find them too onerous to allow you to continue in office. May we express our appreciation of your years of service for the Association, and ask you to accept the accompanying gift as a token of our gratitude?

Yours sincerely,  
Nicholas Gleason

### *Appreciation for a Lecture.*

Dear Mr. Perkins:

The Program Committee wish to thank you for your lecture before the Business Men's Association on March twenty-ninth. Never have the members expressed more sincere appreciation of a speaker or more enthusiastic comments on his address. The success of the evening has been a source of

## CLUBS, COMMITTEES, AND ASSOCIATIONS

great satisfaction to the Committee, and we thank you for your kindness in contributing to make the meeting such a pleasurable occasion.

Yours sincerely,  
J. B. Arnold  
Secretary

My dear Mr. Newton

The members of our Club and our visiting friends would have me say to you that your reading last evening gave much more than the "pleasure and profit" sought in our study course. From many persons came expressions of real delight: "What a comfort to hear one read as if his subject were life and not pages from a textbook!"

May I add a word of my personal gratification? Your perfect articulation and the skillful exposition of the subject brought to mind the good old days when people learned to "read with expression." It was like listening to good music.

We can only show our appreciation by saying "Thank you."

Sincerely yours  
Hester Owen Sharp

My dear Mr. Blakely

As Secretary of the Midwest Ocean to Ocean Travel Club, I have been asked to thank you for the talk you gave us last Thursday on "The Finger Lakes Section of New York."

This is not merely a formal Club acknowledgment of an enjoyable though instructive evening; it is a note written at the expressed wish of practically every member who was present.

We feel that possibly travel toward the East may be increased this year because of the interest in that section stimulated by your talk.

Sincerely  
Sara Hayden Wright  
Secretary

### *Declining Engagements to speak before Clubs.*

Dear Mrs. Edmunds:

I am gratified by your kind invitation to address the Community Club on a topic relating to village improvement. If

## HANDBOOK OF SOCIAL CORRESPONDENCE

circumstances permitted, I should be glad to accept your invitation, as I am thoroughly interested in Westchester County and should be pleased to coöperate with the Club in suggesting ways of beautifying those places you mention as not conforming to Scarsdale standards. I am looking forward to so full a calendar for the next few months, however, that I have decided not to accept any invitations to speak until next October.

I wish the Club the best of success in its work and trust that through its efforts your town may continue to be known throughout Greater New York as one of the most beautiful in the country.

Yours cordially,  
Earl Farrar

Dear Mrs. Fitzgerald:

Will you please present to the Club my regrets that I cannot be present to speak at the meeting to be held on June twentieth, as an unexpected trip out of town to address a political meeting makes my absence necessary?

Yours sincerely,  
Geoffrey Hanson

Dear Mr. Graham:

As Mr. Gibbons has been called to Boston because of the serious illness of his son, he will not be able to be present at the dinner given by the Willow Brook Golf Club on June tenth. He wishes me to tell you that he regrets causing you the inconvenience of finding a speaker at the last minute and that nothing of a trivial nature would interfere with his plans to be present at the dinner.

Yours sincerely,  
Hope Fanning  
Secretary to Mr. Gibbons

Dear Mrs. Edmunds:

It would give me much pleasure to speak at the Community Club on May seventh, but unfortunately, as I have a tentative engagement for that afternoon, I cannot accept your kind invitation.

I realize how important it is for you to arrange the club programs well in advance. If it would be possible for you to

## CLUBS, COMMITTEES, AND ASSOCIATIONS

leave this date open until April twentieth, I might be able to give you an affirmative answer as I should so like to do. If leaving this open so late would embarrass you, don't hesitate to make other more definite plans.

Yours cordially,  
Alice Dwight

### *Declining Offered Engagements.*

Dear Professor O'Day:

We regret that, as our program for the year is already complete, there is no date when we can schedule your lecture.

We shall, however, be glad to put you on our list in case of a possible change in our plans.

Yours sincerely,  
J. R. Bronson  
Secretary

Dear Mr. Michaels:

Unfortunately our program for the year is already completed, and we are therefore unable to reserve a date for your lecture at present. Should any vacancy occur, we should be glad to have you fill it.

Yours sincerely,  
Lloyd T. Sharpe  
Secretary

### *Reminder of an Engagement.*

Dear Mrs. Davis:

Your engagement to be the guest speaker at the dinner given by the Mount Holyoke Alumni Association on May 17 was made so long ago that you will, I am sure, forgive me for reminding you of it.

The dinner is to be held at the Hotel Roosevelt at seven-fifteen. We should like to have you present, if possible, at seven so that the members may have the pleasure of meeting you.

Sincerely yours,  
Diana Hopkins  
Secretary

# HANDBOOK OF SOCIAL CORRESPONDENCE

## REQUESTS FROM CLUB MEMBERS

### *For Tickets.*

Dear Mrs. Jameson:

I am looking forward to attending the annual flower show and should appreciate your sending me six tickets for the dinner and dance to be given on October second. You will find enclosed my check for \$15.00.

Yours sincerely,  
Angela Furness

### *For Cards of Admission.*

Dear Mrs. Clifford:

Would it be possible for me to have five cards of admission in addition to those I already have for the Exhibit of Modern Art to be held on Friday, April the fourth, in the clubrooms?

Yours sincerely,  
June Prentiss

Dear Mrs. Freeman,

May I have a card of admission to the meeting of the Garden Club to be held on June twenty-fifth? An English friend, who is visiting me, has expressed much interest in our topic for that day, as she finds rock gardens, the subject for our meeting, quite as fascinating as we do.

Yours sincerely,  
Evelyn Harris

### *Extension of Guest Privileges.*

Dear Mrs. Holland,

At the request of the Women's Club, it is my pleasure to extend to you the special guest privilege of the Men's Community Club entitling you to the use of the dining room. I trust that you will find this service a convenience. The enclosed card should be presented at the Club office in order that all names and addresses may be properly registered.

Yours sincerely,  
Anthony Drake  
Secretary

## CLUBS, COMMITTEES, AND ASSOCIATIONS

### *Invitation to Act as Hostess.*

Dear Mrs. Leighton,

I have been asked to select hostesses for the Friday tea on January 26. I wonder if you would be a hostess at that time. It would certainly be a help if you would.

Even though that date seems far away, the January bulletin goes to press on December 20. Will you please sign the enclosed card and return it as soon as possible, so that I may know whether we may count you among the hostesses for that day?

If you accept, may we expect you at the club about 3:45, on January 26?

Sincerely,  
Laura Nichols

Dear Miss Bryant:

We should be so happy to have you, as a member of the Business and Professional Women's Club, act as a hostess at the Church Night dinner on Wednesday, April 8, at 6:30. This will be followed by our Easter Preparatory Service.

It will be necessary for you to make your reservation for dinner in the usual manner. If you are bringing friends or members of your family, will you please make their reservations with your own and notify me so that we can arrange for them to sit with you?

Will you meet us at 6:00 at the Cloister Entrance, where you secure your ticket at a special table.

I should appreciate it if you would let me know at your earliest convenience whether it will be possible for you to serve as hostess.

Cordially yours,  
Erna Zobel Luetscher  
Chairman Hospitality Committee

Dear Mrs. Worthington:

The Hospitality Committee of the Business and Professional Women's Club would like to have you serve as hostess for one of the tables at the dinner on Monday evening, May eleventh, at six-thirty o'clock. Will you please indicate on the enclosed card whether it will be possible for you to attend?

If you expect to be present, you will need to make your own reservations for the dinner. Could you also arrange to

## HANDBOOK OF SOCIAL CORRESPONDENCE

come early so as to be at your table when the guests arrive? I shall be at the entrance to the dining room to assign the hostesses to their tables. We very much hope you will be willing to assist us in the capacity of hostess.

Very cordially yours,  
Erna Zobel Luetscher  
Chairman Hospitality Committee

### *Requests for Contributions to Alumnae Funds.*

Dear Jeanette Wilder

We always think of you proudly as belonging to the Class of —— and hope that you have not entirely forgotten the days when we were all a part of —— College.

Just now comes an opportunity to show our feeling for our Alma Mater in the way of a contribution, small or large, to the Alumnae Loyalty Fund. Gertrude Shelton, Alumnae Secretary, is hoping for a loyal response from everyone who has been a part of the college at some time. And so, I am writing to all who belonged to our class in the hope that you will want to send to the Alumnae Office your contribution as soon as convenient.

Sincerely yours  
Patricia Nickleby

Dear Nancy Anderson,

Do you recall on graduation day when your heart glowed with warm feeling over your Alma Mater and when you felt you would never forget her and would always do what you could for her?

Well, today in 1936, comes a chance to show that this feeling is still warm within you, although so many years have passed!

The Alumnae Loyalty Fund is open each year to contributions, large or small, and this year we are hoping that every member of the Class of —— will send in her little bit or her big bit to the Alumnae Office as soon as convenient. The Alumnae Secretary has asked me to act as "Agent" for the class. I am happy to do so, for it brings each one of your names so pleasantly back to me.

I am hoping that the Class of —— will make a hundred per cent response.

Affectionately yours,  
Patricia Nickleby

## CHAPTER XIII

### ANNOUNCEMENTS AND INVITATIONS CONCERNING ACADEMIC AND CIVIC OCCASIONS



## CHAPTER XIII

ANNOUNCEMENTS AND INVITATIONS  
CONCERNING ACADEMIC AND  
CIVIC OCCASIONS

Universities, colleges, secondary schools, and civic organizations issue invitations and announcements to many affairs both academic and social. To those called upon to write them, it may be of interest to examine the following, which illustrate forms for invitations to inaugurations, anniversaries, dedications, receptions, commencement exercises, and other functions.

## ANNIVERSARIES



The President, and Fellows, of Harvard College  
have the honor to invite  
to attend the Celebration of the Tercentenary of  
Harvard University  
on Friday, September the eighteenth  
nineteen hundred and thirty-six  
at ten o'clock A.M. in the College Yard

The four pamphlets requested, addressed to the Director of the  
University of California, 310 Bond University, Cambridge, Massachusetts.



The City of Norwich will  
celebrate on July 1st, 2nd, 3rd & 4th  
1934, the one hundred and fiftieth  
anniversary of the incorporation of the City  
and the two hundred and seventy fifth  
anniversary of the founding of the Town.

It is the desire of the Committee  
that as many as possible of the former residents  
of the City return to their old home town  
to aid in this celebration and to this end we  
extend to you a most cordial invitation  
to visit your old home, or the home of your  
ancestors and to help us make this a great  
event, which will last long in your memory.

The Invitation Committee  
Roy D. Judd - Chairman

ANNIVERSARIES

**THE PRESIDENT AND ASSOCIATES  
OF  
RADCLIFFE COLLEGE**

**REQUEST THE HONOR OF YOUR PRESENCE**

**AT**

**THE CELEBRATION OF THE**

**FIFTIETH ANNIVERSARY**

**OF THE FOUNDING OF THE COLLEGE**

**ON FRIDAY, MAY THE THIRTY-FIRST**

**NINETEEN HUNDRED AND TWENTY-NINE**

**CAMBRIDGE, MASSACHUSETTS**

# HANDBOOK OF SOCIAL CORRESPONDENCE

The Trustees and Faculty  
of  
Mount Holyoke College  
request the honor of your presence  
at the Exercises of Founder's Day  
on Thursday morning November the eighth  
at half after ten o'clock  
one thousand nine hundred and thirty-four  
Mary Lyon Chapel  
South Hadley, Massachusetts

Address by  
The Secretary of Labor  
of the United States

The favor of a reply  
is requested before November first  
as tickets of admission are required

ANNIVERSARIES



THE PRESIDENT AND FELLOWS OF  
HARVARD COLLEGE

INVITE THE MEMBERS OF THE  
HARVARD ALUMNI ASSOCIATION

WHICH COMPRISES ALL THE HOLDERS OF ORDINARY AND HONORARY DEGREES  
AND ALL FORMER MEMBERS OF THE UNIVERSITY

TO ATTEND THE CELEBRATION OF THE  
TERCENTENARY OF HARVARD UNIVERSITY

IN CAMBRIDGE, SEPTEMBER 17TH AND 18TH, 1936

THE COMMITTEE FOR OBSERVANCE OF  
THE TWO THOUSANDTH ANNIVERSARY  
OF THE BIRTH OF VIRGIL CORDIALLY  
INVITES YOU TO ATTEND THE CELE-  
BRATION COMMEMORATING THIS EVENT  
AT THE GREEK THEATRE. BERKELEY ON  
THE EVENING OF TUESDAY. OCTOBER  
TWENTY-FIRST. NINETEEN HUNDRED  
AND THIRTY. AT EIGHT O'CLOCK

HANDBOOK OF SOCIAL CORRESPONDENCE

**SWARTHMORE COLLEGE**  
cordially invites you  
to attend the celebration of  
**FOUNDERS' DAY**  
AND THE  
**TWO HUNDRED AND FIFTIETH**  
**ANNIVERSARY OF THE**  
**FIRST ARRIVAL OF WILLIAM PENN**  
**IN AMERICA**  
**1682**

**SATURDAY**  
**OCTOBER 22, 1932**

## DEDICATIONS

### DEDICATIONS



The Secretary of Labor of the United States  
requests the honor of your company upon  
the occasion of the dedication of the  
Building for the Department of Labor  
Constitution Avenue and Fourteenth St. N.W.  
Washington, D.C.  
on Monday, February, the twenty-fifth  
nineteen hundred and thirty-five  
at two o'clock

Dedication  
Ceremonies



February 25  
1935

Admit two persons  
to the ceremonies upon the occasion of the  
Dedication of the Building  
for the  
Department of Labor

Please present at  
Auditorium entrance  
Constitution Avenue

# HANDBOOK OF SOCIAL CORRESPONDENCE



The Trustees of Colonial Williamsburg  
request the pleasure of your company  
at the Formal Opening  
by  
President Franklin Delano Roosevelt  
of  
the restored Duke of Gloucester Street  
on Saturday morning, October twentieith  
nineteen hundred and thirty-four  
at eleven o'clock  
Williamsburg, Virginia

The favor of a reply is requested

## DEDICATIONS

THE PRESIDENT AND THE TRUSTEES OF COLUMBIA UNIVERSITY  
REQUEST THE HONOR OF YOUR PRESENCE AT THE  
OPENING AND INSPECTION OF  
JOHNSON HALL  
THE NEW UNIVERSITY RESIDENCE HALL  
FOR GRADUATE AND PROFESSIONAL WOMEN STUDENTS  
ON THURSDAY AFTERNOON, THE TWELFTH OF FEBRUARY  
ONE THOUSAND, NINE HUNDRED AND TWENTY-FIVE  
FROM FOUR TO SIX O'CLOCK

ENTRANCE  
411 WEST 116TH STREET

THE EDITH McINTOSH SCHOOL OF MUSIC  
will open to you and your friends  
its newly completed  
MUSIC CENTER  
at 48 Hillside Avenue  
Rockville Centre, Long Island  
Sunday afternoon, January twelfth  
from four to six o'clock

HANDBOOK OF SOCIAL CORRESPONDENCE

THE REGENTS OF THE UNIVERSITY  
OF MICHIGAN

AND

THE FACULTY OF THE LAW SCHOOL

CORDIALLY INVITE YOU

TO BE PRESENT

ON FRIDAY, THE FIFTEENTH OF JUNE,  
NINETEEN HUNDRED AND THIRTY-FOUR,

AT THE

DEDICATION OF THE LAW QUADRANGLE

PRESNTED TO THE UNIVERSITY BY THE LATE

WILLIAM WILSON COOK

## DEDICATIONS

The President, Trustees and Faculty of  
Princeton University  
request the pleasure of your company  
at the exercises formally opening  
The Engineering Laboratory  
on Thursday, November the fifteenth  
Nineteen hundred and twenty-eight  
at half past twelve o'clock

The favor of replies requested  
Respectable addressable  
Professor George C. Pigg  
Secretary of the School of Engineering  
Princeton University, Princeton, New Jersey

# HANDBOOK OF SOCIAL CORRESPONDENCE

THE DEAN AND FACULTY  
OF THE  
DIVINITY SCHOOL OF YALE UNIVERSITY  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE  
SERVICE OF DEDICATION  
TO BE HELD IN  
MARQUAND CHAPEL  
STERLING DIVINITY QUADRANGLE  
MONDAY AFTERNOON 3 OCTOBER 1932  
AT FIVE O'CLOCK



The Superintendent of the United States Naval Academy  
on behalf of  
Mrs. Willard N. Remondson  
requests the honor of your presence at  
the unveiling of the mural  
*The Constellation and The Insurgent*  
in memory of the late  
Rear Admiral Willard N. Remondson, United States Navy  
on Tuesday afternoon, May twenty-sixth  
at three o'clock  
Memorial Hall, Bancroft Hall  
United States Naval Academy

S. S. U. P.

## DEDICATIONS

THE TRUSTEES, THE PRESIDENT, AND THE  
FACULTY OF SARAH LAWRENCE COLLEGE  
REQUEST THE PLEASURE OF YOUR COM-  
PANY AT THE DEDICATION EXERCISES OF  
THE NEW SCIENCE LABORATORIES AT HALF  
AFTER TWO ON APRIL THE THIRTEENTH,  
NINETEEN HUNDRED AND THIRTY - FIVE.

BRONXVILLE, NEW YORK

THE COURTESY OF A REPLY  
IS REQUESTED.

The President and Fellows of Yale University  
invite you to be present at the first recital of  
Organ Music on the rebuilt and enlarged  
Newberry Memorial Organ  
in Woolsey Hall at half after eight o'clock  
on Friday evening, December the sixth, one  
thousand nine hundred and twenty-nine

A reply upon the enclosed card is requested

HANDBOOK OF SOCIAL CORRESPONDENCE

THE PRESIDENT AND TRUSTEES  
OF  
COLUMBIA UNIVERSITY  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE  
FORMAL OPENING OF SOUTH HALL  
ON FRIDAY, NOVEMBER 30, 1934  
AT THREE O'CLOCK

*Kindly reply to the  
Secretary of the University*



THE PRESIDENT AND TRUSTEES OF THE  
UNIVERSITY OF PENNSYLVANIA  
REQUEST THE HONOR OF YOUR PRESENCE  
AT THE OPENING OF THE  
HORACE HOWARD FURNESS MEMORIAL LIBRARY  
AT THE UNIVERSITY LIBRARY  
SATURDAY AFTERNOON 23 APRIL 1932  
AT THREE-THIRTY O'CLOCK



You are cordially invited to attend a special service at St. Mark's in-the-Bouwerie, East Tenth Street and Second Avenue, on the afternoon of Sunday, May 3, 1936, at four o'clock, at which a tablet will be dedicated in memory of two presidents of Columbia College who are buried in the churchyard.

WILLIAM HARRIS, 1811-1829

NATHANIEL FISH MOORE, 1842-1849

# HANDBOOK OF SOCIAL CORRESPONDENCE

THE TRUSTEES OF AMHERST COLLEGE

REQUEST THE HONOR OF THE PRESENCE OF

AT THE DEDICATION OF

THE FOLGER SHAKESPEARE LIBRARY

IN THE CITY OF WASHINGTON

ON SATURDAY, THE TWENTY-THIRD OF APRIL

NINETEEN HUNDRED AND THIRTY TWO

AT TWO-THIRTY O'CLOCK IN THE AFTERNOON

# COMMENCEMENT EXERCISES

## INVITATIONS TO COMMENCEMENT EXERCISES



United States Naval Academy  
Annapolis, Maryland

Rear Admiral David Foote Sellers, U. S. Navy  
Superintendent of the  
United States Naval Academy  
takes pleasure in extending to

a cordial invitation to be present at the  
Graduating Exercises  
to be held in Dahlgren Hall  
at eleven o'clock  
on Thursday morning, June the fourth  
nineteen hundred and thirty-six

HANDBOOK OF SOCIAL CORRESPONDENCE



The Chancellor, the Trustees, the  
Faculty, and the Graduating Class  
of  
The American University  
request the honor of your presence at  
The Annual Commencement  
Monday evening, June the first  
nineteen hundred and thirty six  
at eight o'clock  
in the D.A.R. Continental Hall  
Washington, District of Columbia

COMMENCEMENT EXERCISES

The Trustees  
Faculty and Senior Class  
of  
Wellesley College  
request the honor of your presence  
at the  
Commencement Exercises  
on Monday, June the fifteenth  
nineteen hundred and thirty-six  
at eleven o'clock

HANDBOOK OF SOCIAL CORRESPONDENCE

The Faculty  
and  
Graduating Classes  
of  
The State Teachers College  
request the honor of your presence  
at their  
Commencement Exercises  
June seventh to tenth  
nineteen hundred and thirty-five  
Harrisonburg, Virginia

## COMMENCEMENT EXERCISES

The Class of Nineteen Hundred Thirty-five  
of  
Radcliffe College  
requests the pleasure of your company at its  
Class Night Exercises  
on Monday evening, June the seventeenth  
from eight until twelve o'clock  
at the Dormitory Quadrangle  
Cambridge Massachusetts

Please reply

# HANDBOOK OF SOCIAL CORRESPONDENCE



**THE TRUSTEES, FACULTY AND  
GRADUATING CLASS OF  
HASTINGS COLLEGE  
ANNOUNCE THE  
FIFTIETH ANNUAL COMMENCEMENT EXERCISES  
ON TUESDAY MORNING, MAY TWENTY-FOURTH  
NINETEEN HUNDRED THIRTY-TWO  
AT TEN-THIRTY O'CLOCK  
MUNICIPAL AUDITORIUM  
HASTINGS, NEBRASKA**

# COMMENCEMENT EXERCISES



THE REGENTS AND FACULTIES OF THE  
UNIVERSITY OF MICHIGAN  
REQUEST THE HONOR OF YOUR PRESENCE AT THE  
COMMENCEMENT EXERCISES  
AT NINE O'CLOCK ON THE MORNING OF MONDAY  
JUNE THE SEVENTEENTH  
NINETEEN HUNDRED AND THIRTY-FIVE

RESERVED SEATS MAY BE SECURED BY ADDRESSING  
THE PRESIDENT'S OFFICE, 1021 ANGELL HALL.  
ADMISSION IS BY TICKET ONLY.

# HANDBOOK OF SOCIAL CORRESPONDENCE

THE REGENTS AND FACULTIES  
OF THE  
UNIVERSITY OF MINNESOTA

REQUEST THE HONOR OF YOUR PRESENCE AT THE  
COMMENCEMENT EXERCISES  
MONDAY EVENING, JUNE SEVENTEENTH  
NINETEEN HUNDRED THIRTY-FIVE  
AT EIGHT-FIFTEEN O'CLOCK

THE STADIUM

ADMISSION BY TICKET

UNIVERSITY CAMPUS

THE TRUSTEES AND FACULTY  
OF  
AMHERST COLLEGE  
CORDIALLY INVITE YOU TO BE PRESENT AT  
THE EXERCISES OF  
COMMENCEMENT WEEK

If you desire to attend the exercises, kindly  
sign this card and return before  
Monday, January 27, 1936

Two reserved tickets will be mailed to you.

Name .....

Address .....

## COMMENCEMENT EXERCISES

The Board of Trustees  
and  
The Senior Class of  
Sarah Lawrence College  
request your presence  
at the  
Commencement Exercises  
Saturday morning, June eighth  
at eleven o'clock  
Bronxville, New York

The Trustees  
Faculty and Senior Class  
of  
Mount Holyoke College  
request the honor of your presence  
at the exercises of the  
Ninety-ninth Annual Commencement  
Monday, June the eighth  
nineteen hundred thirty-six  
South Hadley, Massachusetts

COMMENCEMENT EXERCISES

Mrs. Russell Houghton  
and the Senior Class of the Knox School  
request the pleasure of  
Mr. and Mrs. M \_\_\_\_\_'s  
company at the exercises to be held during  
Commencement Week  
at the School  
Cooperstown, New York

The Faculty and Graduating Class  
of  
Blair Academy  
request the honor of your presence  
at the  
Commencement Exercises  
June tenth, eleventh, and twelfth  
Nineteen hundred and thirty-three  
Blairstown, New Jersey

# COMMENCEMENT EXERCISES

The Trustees and Faculty of  
Worcester Academy  
cordially invite you to attend the  
Exercises of the Graduating Class  
of nineteen hundred and thirty-five  
on the eighth, ninth, and tenth  
of June

Please reply to  
Harold H. Wade, Headmaster

# HANDBOOK OF SOCIAL CORRESPONDENCE



*The Officers, and Cadets  
of the  
Staunton Military Academy  
request the honor of your presence  
during the  
Commencement Exercises  
May thirty-first, to June second  
Nineteen hundred, and thirty-six  
Staunton, Virginia*

COMMENCEMENT EXERCISES

The Class of January 1936

of the

John Adams High School

cordially invites you

to attend the

Commencement Exercises

in the

School Auditorium

on

the twenty-ninth of January

at half past eight

# HANDBOOK OF SOCIAL CORRESPONDENCE

## INAUGURATIONS AND GRANTING OF HONORARY DEGREES



The Board of Visitors and the Faculty  
of the College of William and Mary in Virginia

request the pleasure of your company  
upon the occasion of the Inauguration of

John Stewart Bryan, LL.D.

as President of the College  
and the conferring of the degree  
of Doctor of Laws upon

Franklin Delano Roosevelt

President of the United States  
and upon

George Campbell Peery

Governor of Virginia

Saturday morning, October the twentieth  
nineteen hundred and thirty four  
at half after eleven o'clock  
Williamsburg, Virginia

The favor of a reply is requested

# INAUGURATIONS AND HONORARY DEGREES

THE TRUSTEES OF AMHERST COLLEGE

REQUEST THE HONOR OF YOUR PRESENCE

AT THE INAUGURATION OF

STANLEY KING

AS ELEVENTH PRESIDENT OF THE COLLEGE

AT TEN-THIRTY O'CLOCK

ON FRIDAY, THE ELEVENTH OF NOVEMBER

NINETEEN HUNDRED AND THIRTY-TWO

# HANDBOOK OF SOCIAL CORRESPONDENCE



THE TRUSTEES AND FACULTIES  
OF THE  
UNIVERSITY OF ROCHESTER  
HAVE THE HONOR TO INVITE  
**Mr. Albert Hopeman, Jr.**  
TO BE PRESENT AT THE INAUGURATION OF  
**ALAN VALENTINE**  
AS PRESIDENT OF THE UNIVERSITY OF ROCHESTER  
IN ROCHESTER, NEW YORK  
ON FRIDAY, NOVEMBER THE FIFTEENTH  
NINETEEN HUNDRED AND THIRTY-FIVE

*A reply is requested on the enclosed card by  
October the Twenty-Fifth*

## INAUGURATIONS AND HONORARY DEGREES



THE TRUSTEES AND FACULTIES  
OF THE  
UNIVERSITY OF ROCHESTER  
HAVE THE HONOR TO ANNOUNCE THAT  
THE INAUGURATION OF  
ALAN VALENTINE  
AS PRESIDENT OF THE UNIVERSITY OF ROCHESTER  
WILL TAKE PLACE  
ON THURSDAY AND FRIDAY  
NOVEMBER FOURTEENTH AND FIFTEENTH  
NINETEEN HUNDRED AND THIRTY-FIVE  
A FORMAL INVITATION  
TOGETHER WITH A PROGRAM OF THE  
EXERCISES WILL BE SENT YOU EARLY  
IN SEPTEMBER

*This announcement is sent now to enable you to make such arrangements as may be necessary to be represented at the exercises*

HANDBOOK OF SOCIAL CORRESPONDENCE

The Regents and the Faculty  
of the  
University of Michigan  
have the honor to invite

---

to be present at the  
Inauguration of  
President Clarence Cook Little  
at Ann Arbor, Michigan  
November the second  
nineteen hundred twenty-five

The favor of a reply is requested

GRANTING OF HONORARY DEGREES



The Right Reverend President  
and the Board of Trustees  
of  
The College of New Rochelle  
request the honour of your presence at the  
Conferring of Degrees  
on Wednesday, the third of June  
One thousand, nine hundred and thirty-six  
at four o'clock

His Eminence Patrick Cardinal Hayes  
will preside

# HANDBOOK OF SOCIAL CORRESPONDENCE

We the Chancellor the President and the Senate  
of  
The University of British Columbia  
request the honour of your presence at the  
Congregation for the granting of Honorary Degrees  
to be held in the Auditorium of the University  
on Wednesday May sixth at three o'clock  
nineteen hundred and thirty-six

IT IS REQUESTED THAT YOU PRESENT  
THIS CARD AT THE DOOR



We the Chancellor the President and the Senate  
of  
The University of British Columbia  
request the honour of your presence at the  
Twenty-first Annual Congregation  
to be held in the Gymnasium of the University  
on Thursday May seventh at three o'clock  
for the purpose of conferring Degrees  
and awarding Scholarships Prizes and Medals

IT IS REQUESTED THAT YOU PRESENT  
THIS CARD AT THE DOOR

GRANTING OF HONORARY DEGREES

The  
University of British Columbia  
**Special Congregation**  
for the Conferring of  
The Degree of Doctor of Laws Honoris Causa  
upon  
**His Excellency**  
**The Earl of Bessborough**  
**Governor General of Canada**



Tuesday, April 9th, 1935

# HANDBOOK OF SOCIAL CORRESPONDENCE

The University of Chicago

THE PRESIDENT AND MRS. HUTCHINS

INVITE YOU TO ATTEND

THE CONVOCATION RECEPTION

TUESDAY AFTERNOON THE ELEVENTH OF JUNE

NINETEEN HUNDRED AND THIRTY-FIVE

FROM FOUR-THIRTY TO FIVE-THIRTY O'CLOCK

IDA NOYES HALL

TWELVE HUNDRED TWELVE EAST FIFTY-NINTH STREET

## INVITATIONS TO UNIVERSITY AND COLLEGE FUNCTIONS

ON BEHALF OF THE TRUSTEES OF RUTGERS UNIVERSITY

DEAN MARGARET T. CORWIN

REQUESTS THE PLEASURE OF YOUR COMPANY

AT THE TRUSTEES AND ALUMNAE LUNCHEON.

SATURDAY, JUNE THE SIXTH, AT ONE O'CLOCK

IN COOPER HALL

PLEASE REPLY TO DEAN CORWIN

NOT LATER THAN MAY THE TWENTY-EIGHTH.

COLLEGE FUNCTIONS

Mrs. Silas Hardy Strawn

Mrs. Theodore Winthrop Robinson

Mrs. Walter Dill Scott

Mrs. Edson Brady Fowler

request the pleasure of your company  
at luncheon

on Thursday, May the twenty-fourth  
at one o'clock

Rogers House

Northwestern University Woman's Quadrangle  
1871 Orrington Avenue  
Evanston, Illinois

Musicale

Please reply  
1729 Chicago Avenue  
Evanston, Illinois

## HANDBOOK OF SOCIAL CORRESPONDENCE

*The Trustees and Faculty  
of  
Long Island University  
request the pleasure of the company of the  
Principals, Advisers, and Deans  
of the High Schools of the  
Greater New York and Vicinity  
at Luncheon  
on Monday, March the twenty-third  
at half after twelve o'clock in  
University Hall, 300 Pearl Street, Brooklyn*

*The President and Regents of the University of Michigan  
request the pleasure of*

---

*company at a luncheon in honor of the recipients  
of honorary degrees, at half after twelve o'clock,  
Commencement Day, Monday, June the \_\_\_\_\_  
nineteen hundred and \_\_\_\_\_ at the Michigan  
Union.*

*The favor of a reply addressed to the  
President's office is requested*

## COLLEGE FUNCTIONS

The President and Fellows of Yale University invite you to attend a luncheon in honor of His Eminence

Cardinal Mercier

in Memorial Hall Yale University Thursday October the Second at one o'clock. A card of admission will be sent upon receipt of your acceptance.

Anson Phelps Stokes,  
Secretary.

To \_\_\_\_\_

R.S.V.P.

In honour of  
The Honourable Yukio Ozaki  
and Madame Ozaki  
The Association for University Tea  
requests the pleasure of your company  
at tea  
on the afternoon of Tuesday, October the twentieth  
from four-thirty to six o'clock  
Faculty House  
Morningside Drive at 117th Street

The  
President and Professors of Yale University  
request the pleasure of your company at tea  
in the President's Room, Memorial Hall  
Wednesday afternoon, 30 October, 1935  
from four until six o'clock  
to meet the new members of the Faculty

# HANDBOOK OF SOCIAL CORRESPONDENCE

The Womens Graduate Club of Columbia University

invites you to be present at a Tea in honor of

Franklin Zell Heuston

whose paintings are on exhibition

301 Philosophy Hall

on Thursday, the seventh of November

from four to six o'clock

*The Maison Française of Columbia University  
requests the pleasure of  
your company at a reception and tea in honor of  
Monsieur Fernand Baldenoppen  
Visiting Professor at Harvard University  
on Saturday, February 15th  
from four thirty to six o'clock  
441 West 47th Street*

*R.S.W.P.*

## COLLEGE FUNCTIONS

The Officers of University Extension  
cordially invite  
all Students registered in University Classes  
to a Tea Dance  
on Wednesday, November the seventh  
from four-thirty to seven o'clock  
Casa Italiana  
117th Street and Amsterdam Avenue

### UNIVERSITY OF MINNESOTA

MINNEAPOLIS

OFFICE OF THE PRESIDENT

#### TO THE FATHERS OF MINNESOTA STUDENTS:

A university is a great co-operative undertaking. Faculty, students, parents, and citizens at large are striving for a common end, namely, the full intellectual and emotional development, through education, of young men and women. A university assumes great responsibilities, but these can be borne more easily if it can show the parents of its students what it is trying to do, and give them an understanding of its purposes. Dad's Day, an annual event for the past eleven years, is one of the opportunities that fathers of our students have to come to the campus and see, at first hand, what is going on. It is an opportunity that every one of us on the campus sincerely hopes will not be overlooked.

It is with profound pleasure that I invite you, on behalf of the University of Minnesota, to be with us on Saturday, November second, for the 1935 Dad's Day program. May we not count on you to visit the campus on that day?

Cordially yours,



President

University of Minnesota  
October 12, 1935

# HANDBOOK OF SOCIAL CORRESPONDENCE

NEW JERSEY COLLEGE FOR WOMEN  
RUTGERS UNIVERSITY, NEW BRUNSWICK, N. J.

## MUSICALE

FRIDAY, JUNE THE FIFTH, AT TWO O'CLOCK  
MUSIC BUILDING

R. S. V. P.  
PLEASE PRESENT THIS CARD AT THE DOOR  
NOT LATER THAN 1:50 P. M.

*The Regiment of Midshipmen  
of the  
United States Naval Academy  
requests the pleasure of  
the company of*

*at the Hop in Dahlgren Hall  
on Saturday*

*at nine o'clock*

*Formal Dress*

*Guest of*

*Kindly show this card on entering* \_\_\_\_\_ *Midshipman* \_\_\_\_\_

## COLLEGE FUNCTIONS

ORCHESIS  
THE DANCE GROUP OF  
NEW JERSEY COLLEGE FOR WOMEN  
CORDIALLY INVITES YOU TO  
ATTEND A RECITAL TO  
BE GIVEN ON WEDNESDAY THE TWENTY-FIFTH  
OF MARCH AT EIGHT O'CLOCK  
IN THE EVENING  
DRAMATIC ARTS BUILDING  
NICHOL AVENUE  
NEW BRUNSWICK, NEW JERSEY

Miss \_\_\_\_\_  
*requests the presence of*

Mr. \_\_\_\_\_  
*at the*

*Commencement Dance*  
*Friday evening, June 5, at 10:00*  
*Walter Reed Hall*  
*State Teachers College*  
*Harrisonburg, Virginia*

*R. S. V. P.* *Present Card at door*

HANDBOOK OF SOCIAL CORRESPONDENCE

*The Superintendent of the  
United States Naval Academy  
requests the pleasure of*

*company at*

*on*

*at*

*o'clock*

*The President of Columbia University  
and Mrs. Butler  
At Home*

*on Thursday, the 25<sup>th</sup> of October*

*from 4 until 7 o'clock*

*President's House  
60 Morningside Drive*

## COLLEGE FUNCTIONS

NORTHWESTERN UNIVERSITY  
REQUESTS THE PLEASURE  
OF YOUR COMPANY  
AT A DINNER  
FOR THE  
UNDERGRADUATE NEW STUDENT COMMITTEE  
ON TUESDAY EVENING  
THE NINETEENTH OF MAY  
AT SIX O'CLOCK  
VERA MEGOWEN'S

PLEASE REPLY TO  
JOHN EBERHART  
LUNT ADMINISTRATION BUILDING

HANDBOOK OF SOCIAL CORRESPONDENCE

The Governing Boards of Radcliffe College

request the pleasure of your company

at a reception in honor of

Miss Ada L. Comstock

on the evening of Tuesday, January the twelfth

from eight-thirty until eleven o'clock

Agassiz House, Cambridge

R. S. V. P.

## PRIVATE SCHOOL FUNCTIONS

### INVITATIONS TO PRIVATE SCHOOL AND HIGH SCHOOL FUNCTIONS

Headmaster and Mrs. Charles R. Phelps  
request the pleasure of  
your company in the Gymnasium  
on  
Friday evening, June first  
from eight to twelve o'clock  
for  
The Senior Reception and Dance

Please reply to  
Mrs. Charles R. Phelps

Horace Mann High School for Girls  
cordially invites you to attend a  
Dance Program  
to be held in the Thompson Gymnasium  
March 28, at 8:30 p. m.

Formal Dress



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